



QUOTE / PROPOSAL REQUEST FORM – PRODUCTS / EQUIPMENT

To Be Completed by UW:

Project Reference: Quote Due Date & Time MT:

UW Requester Name:

UW Requester Email Address:

To Be Completed by The Supplier:

Supplier Name:

Supplier Address:

City: State: Zip Code:

Contact Name: Phone Number:

E-mail Address:

1. TERMS AND CONDITIONS

Any order placed in conjunction with this quote is subject to the Terms and Conditions found of the following web site:
<http://www.uwyo.edu/procurement/terms-and-conditions/>

Successful supplier will need to register as a supplier with UW in order to receive payment: <https://www.uwyo.edu/procurement/supplier-guide/supplier-self-registration.html>

Purchases involving both goods and services may require a contract.

2. TAX EXEMPTION STATUS

The University of Wyoming is an agency of the State of Wyoming and may be tax exempt depending on the laws and regulations of the merchant's/seller's/vendor's jurisdiction. The University's Federal ID number is: 83-6000331. A tax exemption certificate can be provided upon request.

3. PAYMENT TERMS

Select one from the following payment terms:

Net 30 days from receipt of invoice, goods and services

___% Discount Net ___ Days

UW Visa Credit Card/P-card *for orders less than \$4,999* (no processing fee)

Other: _____

4. PRICING

Total Lines 1-5

Pricing is valid (fixed and firm) through: _____

Pricing quoted below shall be inclusive of any and all costs associated with the products described below, including but not limited to: delivery and installation (if applicable), freight/shipping, equipment and materials required for installation. Shipments must be D.A.P. Incoterms® 2010, University of Wyoming, Laramie, Wyoming unless otherwise specified on this order.

Line #	Product/Equipment Description (including model, color and dimensions if applicable)	Anticipated Quantity	Unit of Measure	Unit Cost	Extended Cost (Unit cost x Qty)	Lead Time
1				\$	\$	
2				\$	\$	
3				\$	\$	
4				\$	\$	
5				\$	\$	

*Suppliers may attach a supporting quote on a company letter head and include it with this completed form.

If additional rows/space is needed to price the requested products/equipment, please complete and submit **Exhibit A along with this form.

5. WARRANTY

Specify warranty on the product(s)/equipment priced above:

6. OPTIONAL - ADDITIONAL NOTES / ADDED VALUE (Any value-added concepts, programs, components, training, certifications and the like that would further enhance the quote presented in this request. If any costs are associated with value-added items noted below, such items shall be listed as optional and priced separately in the Section 4 Pricing table above.)

Authorized Agent of Supplier:
PRINTED NAME

Date:

SIGNATURE

Title:

Completion of this quote request in no way obligates the University of Wyoming to purchase the product(s)/equipment requested.