

To: Potential Suppliers
From: *Your name, title*
Date: *Current Date*
Re: *Product Name Quote*

This is not an order. This is a request for quotations for the University of Wyoming, *department name*. UW requests all available educational discounts be applied to your quotation.

All responses must be received via e-mail or fax by *state date and time* to the contact person listed below.

All quotations are subject to the University of Wyoming Terms and Conditions that can be found at <http://www.uwyo.edu/procurement/>.

Pricing must include all costs associated with delivery to *Laramie, WY, 82071 or other UW location*, FOB Destination, freight prepaid & allowed. Please state anticipated delivery after receipt of order *or department needs to state a required delivery date and that alternate dates will not be considered*.

Questions can be directed to: *state name, telephone number and e-mail address*.

Specifications

Describe in detail items being requested. Examples to follow.

Example #1 – Quantity, Make/model, substitutions are not allowed and will not be considered unless they are indicated by the original manufacturer as direct replacements for obsolete model numbers.

Example #2 – Quantity, Make/model, equivalent substitutes will only be considered if complete detailed product literature is included with this quote.

Example #3 – If installation is required, in addition to the description add: on-site installation, set-up, and training are required. Price must include all costs associated with providing on-site services including but not limited to travel costs, insurance, per-diem, labor and equipment rental. Installation tools/equipment being used by successful vendor cannot be shipped to UW Shipping & Receiving. Alternate arrangement need to be made by the vendor.

UW reserves the right to accept or reject a quote on any or all items, to waive any irregularities or informalities and to award the contract in the best interest of the university. UW also reserves the right to request and contact references from customers who have ordered similar products from your firm.

Vendors shall not consider acceptance by UW of their quote until an authorized UW issued purchase order has been received.

E-Mail Sample

quote request - Message (HTML)

Message Insert Options Format Text Adobe PDF

Paste Cut Copy Address Book Names Attach File Attach Item Business Card Include Follow Up Spelling Proofing

To: [Redacted]

CC: Janet C. Pisciotti

Bcc: Stevens, Mark <Mark.1.Stevens@graincoer.com>; WYLAR@stores.festenal.com; stevensr@mscdirect.com; customercare@northerntool.com

Subject: quote request

To: Potential Suppliers

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Pricing must include all costs associated with an order fully delivered to Laramie, WY 82071, FOB destination, freight prepaid & allowed. Please state the anticipated lead-time for full delivery after receipt of order (ARO) clearly on your quotation.

All responses must be received via email or fax (see below contact information) by end-of-business on **Monday, February 6, 2012**.

Substitutions are not allowed and will not be considered unless they are indicated by the original manufacturer as direct replacements for obsolete model numbers.

Item	Quantity	Description
1	10 each	Ingersoll Rand Grinder, Straight, 25000 RPM, Model 3108 w/2 year replacement
2	5 each	Ingersoll-Rand Air Angle Die Grinder, Model #301-3MK w/2 year replacement

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Janet Pisciotti, Senior Buyer
Procurement Services