

Quotation Proposal Form

<u>Request for quotation on:</u> Item Quantity: _____ Description/Justification: _____		Quotation Prepared By: _____ Date: _____	
Vendor/Company #1		Vendor/Company #2	
Address		Address	
Contact Person		Contact Person	
Telephone #		Telephone #	
Fax #		Fax #	
Price per Unit		Price per Unit	
Other Charges		Other Charges	
Other Terms		Other Terms	
TOTAL COST		TOTAL COST	
Vendor/Company #3		Recommend Award to: _____ Reason (s): _____ _____ _____ _____ <input type="checkbox"/> Attachments (please attach any supporting documentation)	
Address			
Contact Person			
Telephone #			
Fax #			
Price per Unit			
Other Charges			
Other Terms			
TOTAL COST			