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# REQUEST FOR QUOTES



**The Mississippi Department of Education**

**STUDENT ORGANIZATIONS**

**Name of Organization**

**Contact: NAME**

**Date of Release: DATE**

**By submitting a quote, the Offeror certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.**


The Mississippi Department of Education is soliciting quotes for the items identified below. The award shall be offered to the vendor providing the lowest quote. **The terms of the bid shall be a fixed price to include shipping cost and furniture assembly, if applicable and payable upon receiving acceptable items and submission of an invoice.** *If you are interested in submitting a quote, please complete and sign the vendor section of the form and attach a listing of the products and cost described below on letterhead*:

Date of Release: Date

Awarding Organization: Organization Name

Awarding Organization Contact Name: Name

***Vendors shall complete the following information:***

Vendor/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Vendor/Company Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Specifications** | **Product No.****Delete column if sending to two vendors as product no. may differ** | **Cost**  |
| Computer Carrying Case  | 2 | Black with rolling wheels , mesh materials, outlined in red boarder. | xxx-xxx |  |
| In Living Color Book | 1 | Hard bound cover  | xxx-xxx |  |
| Bookcase | 1 | Blue, red or black color  | xxx-xxx |  |
| Est. Shipping  |  |  |  |  |
| Total  |  |  |  | $ |

***Vendor Signature Required:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Questions concerning the quote should be sent to: [email address].

**Delete highlighted below if sending quote to one vendor.**

The deadline for submitting written questions by email is [day, date] at 5:00 p.m. Copies of all questions submitted and the responses shall be made available to each vendor by email on [day, date]. Please submit quotes by 5:00 p.m. **day, month day, year** and email to **email@mdek12.org****.**

CAREER AND TECHNICAL EDUCATION USE

**Student Organizations Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funds verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bureau Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE OF PROCUREMENT USE**

**Purchase Order Number Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTENTION: DO NOT SEND PROCEDURES TO VENDORS**

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

MDE Thresholds:

0 - $5,000 – One quote

$5,000 - $50,000 – Two Quotes

$50,000+ - Reverse Auction

**Quote Procedures**

1. Request for Quotes shall be submitted to vendor by email.
2. Identify items required, quantity, specification and product number, if applicable.
3. Any questions emailed from the vendor shall be answered by email.
4. Bids are due on the date specified on the quote form.
5. No late bid shall be considered for an award.
6. Designee shall initial funds are available in budget.
7. The quote form and supporting documentation shall be reviewed and signed by the Bureau Director/designee PRIOR to submitting packet to the Office of Procurement.
8. Submit packet in the Purchasing portal for processing and PO assignment.
	* Signature authority completed at the bottom of the **awarded vendor’s RFQ**
	* Support attached e.g. vendor quote on letterhead
9. The Office of Procurement shall review, assign a PO number, and forward packet to the assigned contact.

**Competitive Quote Procedures**

1. Designee shall initial funds are available in budget.
2. Office/School identifies items required, quantity, specification and product number, if applicable.
3. Each vendor solicited shall receive the exact same specification.
4. Any questions emailed from vendors shall be recorded and made available during the Q&A response period. Within one or two days of the deadline date, compile and answer each vendor question.
5. Each vendor shall be emailed the compiled answers on the date specified on the quote form.
6. Bids or bid modifications are due on the date specified on the quote form.
7. No late bid or bid modification shall be considered for an award.
8. The responsive, responsible and lowest bid meeting the required specifications shall receive the award.
9. All vendors shall receive an award or non-award letter/email.
10. Designee shall initial funds are available in budget.
11. The quote form and supporting documentation shall be reviewed and signed by the Bureau Director/designee PRIOR to submitting packet to the Office of Procurement.
12. Submit packet in the Purchasing portal for processing and PO assignment.
	* RFQ – Awarded Vendor and Competitive Vendor
	* Signature authority completed at the bottom of the **awarded vendor’s RFQ**
	* Support attached e.g. vendor quote on letterhead
13. The Office of Procurement shall review, assign a PO number, and forward packet to the assigned contact.