**QUOTE FOR NON-STATE CONTRACT ITEMS**

**Use this form for items NOT found on the State competitive contract**

# REQUEST FOR QUOTES



**Submission Due Date: DATE DUE**

**By submitting a BID, 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.**

**ATTENTION:PLEASE DO NOT SEND OUTPROCEDURES TO VENDORS**

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

MDE Thresholds:

**0 - $5,000 – One quote (preferably two to promote Open Competition)**

**$5,000 - $50,000 – Two Quotes (required)**

**$50,000.01 + - Reverse Auction**

**QUOTE PROCEDURES - ($0-$50,000.00)**

1. Identify a Need - Office identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification and product number, if applicable on the Request for Quote Form (RFQuote).
2. Check available budget.
3. Each vendor solicited must receive the exact same RFQuote Form to review the same specification.
4. Any questions emailed from the vendor **must** be answered by email and shared with all who all received an RFQuote to submit a bid/quote.
5. Bids are due on the date specified on the RFQuote form.
6. No late bid shall be considered for an award.
7. *Email* ***ALL*** *equipment request packets to the Purchasing Portal for processing.*
8. All other requests must be submitted to the Office of Procurement for processing via shopping cart (MAGIC).
9. Search the supplier in MAGIC to retrieve the vendor number when creating the shopping cart.
10. The RFQuote Form and the **signed bid/quote** on company letterhead must be uploaded into the Notes and Attachment section in shopping cart.
11. Upload any other supporting documentation, if applicable.

**Internet Orders**

1. Visit website to review items required.
2. Check available budget.
3. Obtain an internet copy of each product item and price for supporting documentation.
4. Upload and attach each item in the Notes and Attachment section in shopping cart **Please do not include items that will not be purchased**.
5. Upload all documentation in the shopping cart or place packet in the Procurement Portal for the Office of Procurement’s review and processing.

**COMPETITIVE QUOTE PROCEDURES – ($5,000.01 - $50,000)**

1. Identify a Need - Office identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification and product number, if applicable on the Quote Form.
2. Check available budget.
3. Each vendor solicited must receive the exact same specification.
4. Any questions emailed from vendor(s) must be recorded and made available during the Q&A response period.
5. Each vendor shall be emailed the questions and answers on the date specified on the quote form.
6. Each vendor must sign a questions and answers acknowledgement form and submit the signed acknowledgement with their bid response.
7. Bids or bid modifications are due on the date specified on the quote form, no exceptions.
8. No late bid or bid modification shall be considered for an award.
9. The responsive, responsible and lowest bid meeting the required specifications shall receive the award.
10. All vendors must receive an award or non-award letter/email.
11. *Email* ***ALL*** *equipment request packets to the Purchasing Portal for processing.*
12. All request must be submitted to the Office of Procurement for processing via shopping cart (MAGIC).
13. Search the supplier in MAGIC to retrieve the vendor number when creating the shopping cart.
14. The RFQuote Form and the **signed bid/quote** on company letterhead must be uploaded into the Notes and Attachment section in shopping cart.
15. Upload any other supporting documentation, if applicable.

**QUOTE PROCEDURES – ($50,000) Reverse Auction or Oversight Approval Required**



# Please note that words in red need to be replaced with black text or deleted.

**(Please contact the Procurement Office for questions)**

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 review the vendor section below to review instructions and find specifications.***

Date of Release: Date sent to vendor

Awarding Office Name: Requesting office/school

Awarding Office Contact Name: Name

***VENDOR SECTION –The following information must be included on the Company Letterhead:***

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

Vendor/Company Contact Name: \_\_\_\_\_\_\_Vendor Supplier # \_\_\_\_

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

Telephone Number: \_\_\_\_ Vendor Signature: \_\_\_\_\_ Quantity \_\_\_\_ Product \_\_\_\_ Unit Cost \_\_\_\_ Total Cost \_\_\_\_\_

Shipping, if applicable\_\_\_\_ Total Cost \_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Product** | **Specification(s)/Item Description** |
| 12 | Computer Carrying Case | Black with rolling wheels, mesh materials, outlined in red boarder. |
| 12 | In Living Color Book | Hard bound cover |
| 2 | Bookcase | Blue, red, or black color |

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

**Delete highlighted info below if sending quote for a bid estimated less than $5,000.**

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**](mailto:email@mdek12.org)**.**

**NEW VENDOR REGISTRATION GUIDANCE**

**Mississippi Accountability System for Government Information and Collaboration (MAGIC) Registration for NEW Vendors**

**Mississippi Suppliers (Vendors)**

If vendor is a **new supplier** and wish to do business with the State of Mississippi, click here to register:  [**Vendor Services**](mailto:https://www.dfa.ms.gov/direct-links/). Listed below is a link that provides step-by-step instructions to register or assist the vendor with completing the entire registration process.

**The course below will explain how to register as a supplier for the State of Mississippi.**

[**LOG800 Supplier Registration Course**](http://uperform.magic.ms.gov/gm/folder-1.11.8539?originalContext=1.11.8507)

Payment cannot be issued **for NEW contractors** until the supplier registration process is completed in MAGIC.