# QUOTE FORM FOR HARDWARE

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

# (Please contact the Procurement Office for questions)

# REQUEST FOR QUOTES

**TITLE**



**Release Date: Month, Day, Year**

Give at least 30 days to respond

**Submission Due Date: Month, Day, Year**

**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.**



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 sections below for specifications, vendor instructions, and the quote must be valid for a minimum of 45 days to process a purchase order (PO).***

Date of Release: Date sent to vendor

Awarding Office Name: Requesting office

Awarding Office Contact Name: Contact name

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Product** | **Product Number** | **Specification/Item Description** |
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Questions concerning the quote should be sent to [quotes@mdek12.org](mailto:quotes@mdek12.org).

The deadline for submitting written questions by email is day, month, day, year, at 5:00 p.m.

Copies of all questions submitted and the responses shall be made available to each vendor by email on day, month, day, year.

**Please submit quote by 5:00 p.m., day, month, day, year, via email to** [**quotes@mdek12.org**](mailto:quotes@mdek12.org)**.**

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

Vendor/Company Name: \_\_\_\_ Date: \_\_\_\_ Quote Expiration, if applicable: \_\_\_\_

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

Address: \_\_\_\_ City: \_\_\_\_ State: \_\_\_\_\_ Reference NASPO Agreement/#\_\_\_\_\_ or EPL Agreement/#\_\_\_\_\_

Telephone Number: \_\_\_\_ Quantity \_\_\_\_ Product \_\_\_\_ Unit Cost \_\_\_\_

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

**NEW VENDOR REGISTRATION GUIDANCE**

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

**Mississippi Suppliers (Vendors)**

If you are a **new supplier (vendor)** and wish to do business with the State of Mississippi, [click here to register](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100).  For step-by-step instructions on how to register as a supplier for the State of Mississippi, complete the [**LOG800 Supplier Registration Course**](http://uperform.magic.ms.gov/gm/folder-1.11.8539?originalContext=1.11.8507).

**Payment cannot be issued to new suppliers until the supplier registration process is completed in MAGIC.**