# REQUEST FOR QUOTES



**Bid Due Date:** Click or tap to enter a date.

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

Date of Release (sent to vendor): Click or tap to enter a date.

Awarding Office Name: Office of Textbooks

Awarding Office Contact Name: Ellizabeth Simmons

School Name: Click or tap here to enter text.

School Contact Name: Click or tap here to enter text.

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

Vendor/Company Name: \_\_\_\_ Address: \_\_\_Date: \_\_\_\_ Quote Expiration, if applicable: \_\_\_\_ Vendor Signature: [ ]

Vendor/Company Contact Name: \_\_\_\_\_\_\_Vendor Supplier # \_\_\_\_ Telephone Number: \_\_\_\_ Quantity \_\_\_\_

Product \_\_\_\_ Specifications/Item Description-\_\_\_ Unit Cost \_\_\_\_ Shipping:\_\_\_ Total Cost \_\_\_\_\_ Binding Signature [ ]

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| --- | --- | --- |
| **Quantity** | **Product** | **Specification(s)/Item Description** |
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Questions concerning the quote should be sent to: Click or tap here to enter text. **[email address]**

Please submit quotes by 5:00 p.m. Click or tap here to enter text. **[day, month day, year]** and email to Click or tap here to enter text.

**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**](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100). 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.