**QUOTE FOR NON-STATE CONTRACT ITEMS**

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

# REQUEST FOR QUOTES



**Please allow at least two weeks for responses**

**Bid 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**

**$5,000.01 - $50,000 – Two Quotes**

**$50,000.01 - $75,000 – Three Quotes**

**$75,000.01 + - Reverse Auction/OPTFM Approval**

**PRINTING PURCHASES** - Documentation is required from the print shop stating the Print Shop is unable to

 perform the job required. Timeliness of the request is not deemed unable to perform

 the job required.

**COMPETITIVE QUOTE PROCEDURES**

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. Contact the Office of Procurement to assist with completing the RFQ Form, if needed.
4. Complete the RFQuote Form as required.
5. Office identifies items required, quantity, specification, and product number, if applicable
6. Each vendor solicited shall receive the exact same specification.
7. The RFQ must be submitted to vendors by email upon initial contact.
8. Vendors must observe and meet the requirements of the RFQ in its entirety without MDE intervention
9. Any questions emailed from vendor(s) must be recorded and made available during the Q&A response period. Within one or two days of the question deadline date, compile and answer each vendor’s question.
10. Program shall email each vendor the questions and answers on the date specified on the quote form.
11. Request email delivery and read receipt.
12. Bids or bid modifications are due by the bid due date specified on the quote form, no exceptions.
13. No late bid or bid modification shall be considered for an award if received after the bid due date and time.
14. Any packet received incomplete shall be deemed non-responsive and shall not be considered for an award. (E.g. unsigned quote, unmet specifications, etc. )
15. The responsive, responsible, and lowest bid meeting the required specifications shall receive the award.
16. All requests submitted for processing must obtain the applicable competitive quotes.
17. All vendors must receive an award or non-award letter/email.
18. *Email* ***ALL*** *equipment request packets to the Purchasing Portal for processing.*
19. All requests, with exception of equipment, must be submitted to the Office of Procurement for processing via shopping cart (MAGIC).
20. Search the supplier in MAGIC to retrieve the vendor number when creating the shopping cart.
21. The RFQuote Form, the **signed bid/quote** on company letterhead, and supporting documents must be uploaded into the Notes and Attachment section in shopping cart.
22. If a justification memo is required, the memo must be clear, detailed, and specific as to the purchase request to ensure clarity and understanding for audit reviews.
23. Request a PO within five (5) days of due date.

 PRINTING PURCHASES- Documentation is required from the print shop stating the Print Shop is unable to perform the job required.

Mississippi law requires that specifications be written so as to promote the use of products made from recovered materials. Therefore, bidders are asked to consider bidding on a product made from recovered materials; provided, however, that any product bid must be equal in quality, weight, texture, and color to the product required by these specifications. For the purposes of these specifications, a commodity made from recovered materials must be at least 20% postconsumer waste as defined by EPA and ASTM.

Products made from recovered materials will be given a preference in the award procedure as

follows:

(1) The low bid which meets specifications will be determined.

(2) If the low bid meeting specifications is made from recovered materials, then the award will be made to the vendor offering the low bid.

(3) If the low bid is not made from recovered materials, then the award will be made to the low bid meeting specifications which is made from recovered materials; provided, however, that the price paid may not be more than ten percent (10%) higher than the lowest bid received.

 (4) If there are no bids for recycled products within ten percent (10%) of the lowest bid, then the award will be made to the vendor offering the lowest bid.

**QUOTE PROCEDURES – ($75,000.01) Reverse Auction or Oversight Approval Required – Contact the Office of Procurement**

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

**(Please contact the Procurement Office for scope assistance)**

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 meeting the specifications. 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 45 days upon receipt 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: Date sent to vendor

Awarding Office Name: Requesting office/school

Awarding Office Contact Name: Name

***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 MAGIC Supplier # \_\_\_\_ Telephone Number: \_\_\_\_ Quantity \_\_\_\_

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

|  |  |  |
| --- | --- | --- |
| **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].

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****.**

MDE PROGRAM OFFICE USE ONLY

**Please provide your program’s current fiscal year (FY) cumulative award total for the above vendor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.