# REQUEST FOR QUOTES



**Due Date: Date**

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

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

**Out-side equipment repairs.** Repairs to equipment are permissible, when such repairs are made by repair facilities in the private sector;  however, ***engines, transmissions, rear axles and/or other such components shall not be included in this exemption when replaced*** as a complete unit instead of being *repaired* and the need for such total component replacement is known before disassembly of the component.

***Quote Procedures***

1. Identify the **equipment** to be **repaired** **NOT** replaced.
2. Check available budget.
3. Contact the Office of Procurement if assistance is needed.
4. If a specific vendor installed product and does **NOT** have a maintenance contract for repair; see number six (6). However, the office must prepare a contract for services going forward.
5. Complete quote form below to obtain an estimated cost for the repair.
6. Contact repair facility for a quote (must be a certified repair company). *Best practice is to contact at least two facilities, if time permits.*
7. If a visit is required, all vendors contacted must be afforded the same opportunity to visit.
8. A competitive quote for the repair is NOT required. (Vendors must be a certified repair company.)
9. Upon completion of work the vendor’s invoice shall include cost for:
* Reason for repair
* The equipment repaired
* Specific repairs made
* Parts identified by number and name
* Supplies used in such repairs
* Number of hours for labor
1. The quote form, requisition and invoice shall align be submitted to the **Office of Accounting** for processing.

***Quote Procedures***

**Repairs to transportation equipment only**

1. Identify the equipment to be repaired.
2. Check available budget.
3. Contact repair facility for a quote (must be a certified repair company). *Best practice is to contact at least two facilities, if time permits.*
4. Upon completion of work the vendor’s invoice shall include cost for:
	* Reason for repair
	* The equipment repaired
	* Specific repairs made
	* Parts identified by number and name
	* Supplies used in such repairs
	* Number of hours for labor
5. A justification for repair, the requisition and invoice shall be aligned and submitted to the **Office of Accounting** for processing.

**In-house equipment repairs.**  Purchases of parts for repairs to equipment are permissible, when such repairs are made by personnel of the agency; however, **entire assemblies, such as engines or transmissions, *shall not be included in this exemption when the entire assembly is being replaced instead of being repaired.***

1. Identify the equipment to be repaired
2. Check available budget
3. Purchase part(s) for repair on the State Procurement Card (please review card guidance) or submit a requisition for parts required to the Office of Procurement (no competitive quote required) to request a purchase order.
4. Staff completes the repair

**MAGIC Registration for NEW vendors:**

Mississippi Management & Reporting System:

If contractor is a **new supplier** and wish to do business with the State of Mississippi, click here to register: [**State of Mississippi Supplier Registration**](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100)**.** Listed below are step-by-step instructions to register or assist the vendor to complete 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.

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

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

The Mississippi Department of Education is soliciting quotes for repair services. ***The vendor must be a certified repair company/technician for the State of Mississippi.*** The quote should provide cost for supplies, parts, and labor. The term of the contract will be fixed price, payable upon successful completion of the work and 45 days upon receipt of an invoice. The invoice must include the equipment repaired, specific repairs made, parts identified by number and name, supplies used in such repairs, number of hours for labor, and costs. **If you are interested in submitting a quote, please provide the following information on vendor’s letterhead.**

Date of Release: Date

Awarding Office Name: Requesting office

Awarding Office Contact Name: Name

Repair Type: Repair Requested

***Vendor/Company must provide information below on letterhead:***

Vendor/Company Name: \_\_Address: \_\_ City: \_\_ State: \_\_Telephone Number:\_\_ Specifications \_\_\_\_ Cost\_\_\_

Authorized signature \_\_\_ Date \_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Description/Findings*****Vendor must attach a full description of the services required for repair on the invoice!***  | **Part, material, supplies, etc.** | **Cost of part, material, supplies, etc.** | **Cost for labor** |
| **Item to be repaired** |  |  |  |
| **Total cost for repair**  | $ | $ | $ |

Questions concerning this request must be sent to yourname@mdek12.org

**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.**