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

# REQUEST FOR QUOTES



**TITLE**

**The Mississippi Department of Education**

**OFFICE/SCHOOL**

**ADDRESS**

**Contact: NAME**

**Date of Release: DATE**

**By submitting a proposal, 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.**



# 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 complete and sign the vendor section of the form and attach a listing of the products described below on letterhead*:

Date of Release: Date

Awarding Office Name: Requesting office/school

Awarding Office Contact Name: Name

***Vendors shall complete the following information:***

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

Vendor/Company Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Vendor Authorized Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Specifications** | **Product No.****Delete column if sending to two vendors as product no. differ** | **Cost** |
| Computer Carrying Case  | 2 | Black with rolling wheels , mesh materials, outlined in red boarder. | xxx-xxx |  |
| In Living Color Book | 1 | Hard bound cover  | xxx-xxx |  |
| Book case | 1 | Blue, red or black color  | xxx-xxx |  |
| Est. Shipping  |  |  |  | $ |
| Total Cost |  |  |  | $ |

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

**Delete highlighted below if sending quote to one vendor.**

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****.**

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

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

MDE Thresholds:

0 - $5,000 – One quote

$5,000 - $50,000 – Two Quotes

$50,000+ - Reverse Auction

**Quote Procedures**

1. Check available budget.
2. Office/School identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification and product number, if applicable on the Quote Form.
3. Any questions emailed from the vendor must be answered by email.
4. Bids are due on the date specified on the quote form.
5. No late bid shall be considered for an award.
6. Requisition along with the quote form and supporting documentation must be reviewed and signed by the Bureau Director PRIOR to submitting packet or shopping cart to the Office of Procurement.
7. Submit in shopping cart or date stamp and place packet in the Procurement inbox for purchasing processes.

**Competitive Quote Procedures**

1. Check available budget.
2. Office/School identifies items required (office supplies, furniture, equipment, commodities, etc.), quantity, specification and product number, if applicable on the Quote Form.
3. Each vendor solicited must receive the exact same specification.
4. Any questions emailed from vendors 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. Bids or bid modifications are due on the date specified on the quote form.
7. No late bid or bid modification shall be considered for an award.
8. The responsive, responsible and lowest bid meeting the required specifications shall receive the award.
9. All vendors must receive an award or non-award letter/email.
10. The requisition along with the quote form and supporting documentation must be reviewed and signed by the Bureau Director PRIOR to submitting packet or shopping cart to the Office of Procurement.
11. Submit in shopping cart or date stamp and place packet in the Procurement inbox for purchasing processing.

**Internet Orders**

1. Check available budget.
2. Visit website to review items required.
3. Obtain a copy of each item and attach to the requisition or shopping cart for supporting documentation. Please do not include items that will not be purchased.
4. The requisition along with the quote form and supporting documentation must be reviewed and signed by the Bureau Director PRIOR to submitting packet or shopping cart to the Office of Procurement.
5. Submit in shopping cart or date stamp and place packet in the Procurement inbox for purchasing processing.

**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.