|  |  |  |
| --- | --- | --- |
|  | Department Name  Department Address  Department Address  Pittsburgh, PA 15260  PHONE: 412-\_\_\_-\_\_\_\_  FAX: 412-\_\_\_-\_\_\_\_ | **REQUEST FOR QUOTATION** |
| |  |  | | --- | --- | | Request for Quotation Number: | **Department Created Number** | | Date Issued: | **Month, Day, Year** | | Quotation Due Date and Time: | **Month, Day, Year, at X:00:00 AM/PM, ET** | | Send Electronic Quotation to: | **Department Contact Name Email** | | | | |

**Offeror**

|  |  |  |  |
| --- | --- | --- | --- |
| **Offeror Name:** |  | **Contact Name:** |  |
| **Address:** |  | **Phone:** |  |
| **City/State:** |  | **Email:** |  |
| **Zip Code:** |  | **Fax:** |  |

1. The University of Pittsburgh - Of the Commonwealth System of Higher Education, 4200 Fifth Avenue, Pittsburgh, Pennsylvania 15260, acting through its \_\_\_\_\_\_\_\_\_\_\_**Department Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as "the University"), is accepting Quotations for \_\_\_\_\_\_\_\_\_\_\_\_**Product or Service Description**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Offeror shall quote price and delivery for the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Qty** | **Specification** | **Need Date** |
| 1 |  |  | Exhibit A |  |
| 2 |  |  | Exhibit A |  |

1. This Quotation must remain firm for 90 calendar days from the date this Quotation is due.
2. Quotations for \_\_\_\_\_\_**Product or Service Description**\_\_\_\_\_\_\_\_\_\_\_\_ on Exhibit A should be sent electronically to the Request for Quotation (“RFQ”) Administrator:

RFQ Administrator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFQ Administrator Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference: RFQ No. \_\_\_\_\_\_\_\_\_\_\_

*Alternate delivery method (mail):*

Department Name

Department Address

Department Address

Pittsburgh, PA 15260

Attention: RFQ Administrator

Reference: RFQ No. \_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit A**

**RFQ INSTRUCTIONS AND CONDITIONS**

1. **PREPARATION OF QUOTATIONS**
2. Offerors are expected to examine the specifications, drawings, schedule, and all instructions. Failure to do so will be at the Offeror’s risk.
3. Each Offeror shall furnish the information required by this RFQ. The Offeror shall sign its Quotation and print or type its Name, Firm, Address, Telephone and Fax Numbers, Email Address and Date. The individual signing the Quotation must be an authorized agent of the Offeror.
4. The University of Pittsburgh’s Pennsylvania Sales Tax Exemption Number is 75-436-298. Certificate will be provided upon request. Do not quote sales tax.
5. The Offeror is to quote all transportation charges prepaid and add. Quotations must be firm.
6. **EXPLANATION TO OFFERORS**
7. Any explanation desired by an Offeror regarding the meaning or interpretation of the RFQ, drawings, specifications, etc., must be requested in writing at least seven (7) calendar days prior to the Quotation Due Date and Time. Please submit all questions to the RFQ Administrator. The University will provide a written response to all prospective Offerors if such information is necessary to Offerors in submitting Quotations on the RFQ.
8. Receipt of an amendment to an RFQ by an Offeror must be acknowledged by signing and returning the amendment, or by letter. Such acknowledgement must be received prior to the Quotation Due Date and Time.
9. **SUBMISSION OF QUOTATIONS**
   1. To receive consideration, Offeror must provide either one hard copy Quotation or one electronic Quotation. All price quotations must be made directly in the provided document (either electronic or hard copy).
   2. Hard copy Quotations shall be enclosed in sealed envelopes and addressed to the RFQ Administrator.
   3. Samples of items, when required, must be submitted within the time specified, and unless otherwise specified at no expense. If not destroyed by testing, samples will be returned at Offeror’s request and expense, unless otherwise specified by the RFQ.
10. **MODIFICATION OR WITHDRAWAL OF QUOTATIONS**

Quotations may be modified or withdrawn by written notice received prior to the Quotation Due Date and Time. A Quotation also may be withdrawn in person by the Offeror or his authorized representative, provided his identity is made known and he signs a receipt for the Quotation, but only if the withdrawal is made prior to the Quotation Due Date and Time.

1. **LATE OFFERS AND MODIFICATIONS OR WITHDRAWALS**

Offers and modifications of Quotations received at the office designated in the RFQ after the Quotation Due Date and Time will not be considered.

1. **AWARD OF SERVICES AGREEMENT OR PURCHASE ORDER**
   1. A services agreement or purchase order will be awarded to that responsible Offeror whose Quotation conforming to the RFQ will be most advantageous to the University. Price, quality, delivery, Offeror’s past performance and other factors may be considered in the award of a services agreement or purchase order. The University may investigate and/or require additional information deemed pertinent by the University to fully evaluate an Offeror and its response to this RFQ.
   2. The University reserves the right to reject any or all Quotations and, unless otherwise specified by the Offeror, the University reserves the right to add and/or delete any or all of the requested items.
2. **COMPLIANCE TO UNIVERSITY TERMS AND CONDITIONS**

By submitting a Quotation the Offeror acknowledges and accepts –

a. For a purchase order - the University’s Standard Terms & Conditions - <https://www.ppt.pitt.edu/sites/default/files/tc.pdf>; or

b. For a services agreement valued at $10,000 or less – the terms and conditions of the Services Agreement (Short Form - Domestic) – <https://www.ppt.pitt.edu/sites/default/files/shortformservicesagreement_domestic.docx>; or

c. For a services agreement valued at more than $10,000 – the University will forward the Services Agreement to the apparent low bidder in order to negotiate and execute the Services Agreement.