**REQUEST FOR QUOTE (RFQ)**

**Contracting Officer:**

**PHONE: 555-5555**

**Project Title:**

**CONTRACTOR:**

**PHONE NO:**

**DATE OF QUOTE: \_\_\_\_\_\_\_\_\_\_\_**

**QUOTE PREPARED BY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Printed Name and Title)**

This is a Request for Quote. This is **NOT** an order. ALL quotes are due by **(\_\_\_\_\_\_\_\_\_\_\_)** delivered in person or via e-mail (if applicable). **LATE QUOTES WILL NOT BE ACCEPTED UNLESS IN THE BEST INTEREST OF THE GOVERNMENT AS DETERMINED BY THE CONTRACTING OFFICER.** If you are unable to submit a proposal, please indicate the types of goods and services you provide on this form along with contact information and I will keep your company in mind for future business opportunities. This document is not legally binding and does not commit the US Government in anyway**.**

***The Contracting Officer is the only authorized representative that may obligate funds on behalf of the US Government. Work accomplished under the direction of any other individual is not authorized and is accomplished at the sole liability of the contractor.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Qty** | **U/I** | **Price Each** | **Total** |
| **0001** |  |  |  |  |  |
| **0002** |  |  |  |  |  |
| **0003** |  |  |  |  |  |
| **0004** |  |  |  |  |  |
| **0005** |  |  |  |  |  |
| **0006** |  |  |  |  |  |
| **0007** |  |  |  |  |  |
| **0008** |  |  |  |  |  |
| **0009** |  |  |  |  |  |
| **0010** |  |  |  |  |  |

DELIVERY SCHEDULE:

CONTRACTOR’S PROPOSED DELIVERY SCHEDULE: DAYS

(Contractor fills in number of days above)

QUOTE EXPIRES ON THIS DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Contracting Officer reserves the right to award to multiple bidders if in the best interest of the government. In addition, the Contracting Officer reserves the right to award to other than the low bidder based on quality of the items proposed, delivery time and any other factors determined to be important at the discretion of the Contracting Officer. Contractors are encouraged to provide pictures/samples of items proposing.**

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