

INSTRUCTIONS/GENERAL CONDITIONS

(“THIS SHEET MUST BE RETURNED WITH “REQUEST FOR QUOTATION FORM”)

PURCHASE REQUISITION NUMBER _____

1. Quotations subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the noted due date and time for furnishing the items and /or service. **QUOTES MUST BE SIGNED.**
2. **ALL PRICES MUST BE FIRM AND ARE TO BE QUOTED COMPLETE AND FOB S.U., BATON ROUGE, LOUISIANA,** unless otherwise stated by University.
3. Unless otherwise specified, all quotations shall be binding for thirty (30) calendar days from due date.
4. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
5. Discount terms for less than thirty (30) days will not be considered for award purposes.
6. The University reserves the right to award the order by individual items, related items, or by total, whichever it deems to be its best interest and the University also reserves the right to reject any and all quotations and to waive informalities.
7. Unless otherwise called for in the specifications, all products are new, current model, and of best quality as measured by acceptable standards of the trade, and any product may cause its rejection. **WHENEVER MANUFACTURER’S TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE UNIVERSITY. ANY BIDDER PROPOSING EQUAL PRODUCTS IS TO SUBMIT WITH QUOTATION COMPLETE INFORMATION, INCLUDING SPECIFICATION AND PICTURES DEPICTING PROPOSED EQUALS. QUOTATIONS NOT SPECIFYING BRAND NAME AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED.** Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by the University.
8. If unable to quote, return quote marked “no quote” with signature in order to assure remaining on bidder’s list.
9. Telephone inquiries may be directed to the Department with above purchase requisition number for reference.

~Please Fill in All Blanks~

In compliance with the Request for Quotation and subject to conditions thereof, the undersigned offers and agrees that the quotation to be accepted within _____ days from the due date to furnish any and all items (or section) at the price set opposite each item (or section).

TERMS _____ SHIPMENT WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF PURCHASE ORDER. SHIPMENT IS TO BE FOB SOUTHERN UNIVERSITY, BATON ROUGE, LOUISIANA, UNLESS OTHERWISE STATED BY THE UNIVERSITY.

COMPANY _____ ADDRESS _____

BY _____ TITLE _____

PHONE NO. _____ FAX NO. _____

NOTE: By accepting a purchase order resulting from this Request for Quotation, non-resident firms certify that they have paid all taxes duly assessed by the State of Louisiana and its political subdivision, including franchise taxes, privilege taxes, sales taxes, and all other taxes for which they are liable to the state and it’s political subdivisions.

**TO VENDOR: DO NOT SHIP FROM THIS FORM
MUST BE RETURNED WITH “REQUEST FOR QUOTATION FORM”
IF AWARDED A PURCHASE ORDER WILL BE SENT BY THE
PURCHASING DEPARTMENT.**