# QUOTE FORM FOR HARDWARE

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

# (Please contact the Procurement Office for questions)

# REQUEST FOR QUOTES

**TITLE**



**Release Date: Month, Day, Year**

Give at least 30 days to respond

**Submission Due Date: Month, Day, Year**

**By submitting a BID, 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.**

**MDE TECHNOLOGY RFQ PROCESS – Less than $75,000**

1. Prepare the RFQ based on specifications provided by OTSS, if applicable.
   * 1. Title of services/product
     2. Release Date – Format: MONTH DAY, YEAR (Ex: September 30, 2020)
     3. Submission Due Date – Format: MONTH DAY, YEAR (Ex: October 30, 2020)
   1. Page 2
      1. Date of Release – Format: MONTH DAY, YEAR (Ex: September 30, 2020)
      2. Awarding Office Name (name of requesting program office)
      3. Awarding Office Contact Name (name of person who submitted the TPR)
      4. Subscription or Licensee Name (Software), if applicable
      5. Table – Enter products requested line by line
         1. Quantity
         2. Product
         3. Specification/Item Description
         4. Product number (manufacturer product number, not vendor product number)
      6. Deadline for vendors to submit questions related to the RFQ – *at least 7 business days*
      7. Date for answers to vendors’ questions
      8. Deadline for vendors to submit responses to RFQ and quotes – *vendors requested at least 30 days to meet submissions deadline*
2. Review and release of the RFQ via email. **NO phone calls to ensure fairness**!
3. If questions are asked, complete the Questions and Clarifications Form and email answers to ALL vendors receiving the RFQ.
4. Receive and review quotes from vendors to ensure specifications have been met.
5. Once quotes are received, verify the following information
   1. Vendor provided a quote in response to the RFQ
   2. Vendor letterhead/quote includes required Vendor Section information
   3. Quote date is on or before the RFQ response due date
   4. If the quote lists an expiration date, expiration date should be at least 30 days from quote date.
   5. If it is an ITS Procurement, the vendor should affix the RFP# and MAGIC Contract on quote.
6. Lowest bidder meeting the specifications receives the award



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 within 45 days of submission of an invoice. *If you are interested in submitting a quote,* ***please review the sections below for specifications, vendor instructions, and the quote must be valid for a minimum of 30 days to process a purchase order (PO).***

Date of Release: Date sent to vendor

Awarding Office Name: Requesting office

Awarding Office Contact Name: Contact name

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Product** | **Product Number** | **Specification/Item Description** |
|  |  |  |  |
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Questions concerning the quote should be sent to [your name@mdek12.org](mailto:your%20name@mdek12.org).

The deadline for submitting written questions by email is day, month, day, year at 5:00 p.m. Copies of all questions submitted and the responses shall be made available to each vendor by email.

**Please submit quote by 5:00 p.m., day, month, day, year, via email to** [**quotes@mdek12.org**](mailto:quotes@mdek12.org)**.**

***VENDOR SECTION –****The following information* ***must*** *be included on Company Letterhead:*

Vendor/Company Name: \_\_\_\_ Date: \_\_\_\_ Quote Expiration, if applicable: \_\_\_\_

Vendor/Company Contact Name: \_\_\_\_\_\_\_Vendor Supplier # \_\_\_\_

Address: \_\_\_\_ City: \_\_\_\_ State: \_\_\_\_\_ EPL Agreement/#\_\_\_\_\_ (if applicable)

Telephone Number: \_\_\_\_ Quantity \_\_\_\_ Product \_\_\_\_ Unit Cost \_\_\_\_

Shipping, if applicable\_\_\_\_ Total Cost \_\_\_\_\_

**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.**