STATE OF SOUTH DAKOTA

REQUEST FOR QUOTE

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| --- | --- |
| Company Name: | Agency Name: |
| Sent To: | Sent By: |
| Telephone Number: | Telephone Number: |
| Fax Number: | Fax Number: |
| INSTRUCTIONS:1. Please provide a price quote via fax, email or regular mail for the item(s) specified below.
2. Use this form to respond to this request. Failure to use this form may result in rejection of a vendor’s quote.
3. Responses for the items indicated must be returned by no later than the date and time indicated.
4. Unless otherwise indicated, all prices offered must be FOB Destination, with all transportation and handling charges paid by the vendor.
5. The State of South Dakota’s terms and conditions govern this RFQ. The State’s terms and conditions can be found at [https://boa.sd.gov/central-](https://boa.sd.gov/central-services/procurement-management/docs/QuoteTerms.pdf) [services/procurement-management/docs/QuoteTerms.pdf](https://boa.sd.gov/central-services/procurement-management/docs/QuoteTerms.pdf) Deviations from, or additions to, these terms are attached.
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| Quote Required By (Date & Time): | Buyer: | Buyer Phone: | Buyer Fax: | Buyer E-Mail: |
| Required Delivery Date: | Ship to Address: | City: | State: | Zip Code: |
| **Vendor Quote** |
| **ITEM NO.** | **QTY** | **UNIT** | **SPECIFICATIONS** | **UNIT PRICE** | **TOTAL PRICE** |
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| Vendor’s Proposed Delivery Time: | Issue Date of Quote: | **Total Price** |  |
| Vendor: | Quote Good For Days | Federal I.D./Social Security # |
| Street Address: | P.O. Box |
| City: | State: | Zip Code: | Telephone Number: |
| Email Address: |
| Type or Print Name of Person Signing Quote: | Type or Print Title of Person Signing Quote: |
| Authorized Signature: |