



REQUEST FOR QUOTATION (FORM PROC-01)

NOTE: THIS IS NOT AN ORDER

UNIVERSITY OF GUAM
UNIBETSEDÁT GUAHAN

Administration and Finance
Consolidated Procurement Office

Today's Date: _____

TO
Vendor:

FROM: UOG
Point of contact:

Fax:

Phone: _____ Fax: _____

PLS RESPOND NO LATER THAN: _____ DELIVERY DATE REQUIRED FOR THIS QUOTE: 30 DAYS

~~~~~ INFORMATION TO BE COMPLETED BY VENDOR AFTER THIS LINE ~~~~~

NOTES: (1) Please furnish price quote, delivery time and terms based on f.o.b. destination for the items listed below. (2) The Government of Guam encourages use of "earth friendly" products.

| Quoted by (Print Name):      |          | Quote Date:                                                                                   | Phone Number: |              |             |
|------------------------------|----------|-----------------------------------------------------------------------------------------------|---------------|--------------|-------------|
| Terms: _____                 |          | Offering Recyclable products: ( ) YES ( ) NO                                                  |               |              |             |
| Prices good for: _____ Days  |          | Offering Biodegradable products: ( ) YES ( ) NO                                               |               |              |             |
| Delivery Date Offered: _____ |          | Please separate your offer of recyclable and/or biodegradable products from regular products. |               |              |             |
| ITEM                         | QUANTITY | DESCRIPTION                                                                                   | AVAILABILITY  | UNIT PRICE   | TOTAL PRICE |
| 1                            |          |                                                                                               |               |              |             |
| 2                            |          |                                                                                               |               |              |             |
| 3                            |          |                                                                                               |               |              |             |
| 4                            |          |                                                                                               |               |              |             |
| 5                            |          |                                                                                               |               |              |             |
| 6                            |          |                                                                                               |               |              |             |
| 7                            |          |                                                                                               |               |              |             |
|                              |          |                                                                                               |               | <b>TOTAL</b> |             |