



# REQUEST FOR QUOTATION (FORM PROC-01)

NOTE: THIS IS NOT AN ORDER (rev 05.2018)

**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> |             |