



University of California, Davis

Request for Quotation

This request is for a quotation only. This is not a purchase order, nor is it a promise of a purchase order.

To be used by departments only for low value, delegated purchases. Any necessary Requests for Quotations for purchases above the department's delegation will be processed by Procurement & Contracting Services.

Any deviation from the specifications must be identified and fully described. The right is reserved to accept or reject quotations on each item separately, or as a whole, and to waive any irregularities in the quotation which may or may not render the proposal non-responsive.

Standard Terms and Conditions (<http://www.ucop.edu/procurement-services/policies-forms/index.html>) apply.

Date: _____

UCD Contact Information	
Department:	_____
Name:	_____ Email: _____
Phone No.:	_____ Fax No.: _____
Respond by E-mail or Fax no later than: _____	

Item Information				
Item Description	Quantity	Unit of Measure	Unit Price	Item Total
Warranty Period			Subtotal:	
Parts: _____			Tax:	
Labor: _____			Freight	
Where will repairs be performed? <input type="checkbox"/> On Site <input type="checkbox"/> Factory			Total:	

Shipping	
F.O.B. Point: _____	Carrier: _____
Delivery Time: _____	Shipment Weight: _____

Vendor Information	
Name: _____	FEIN #: _____
Quoted By: _____	E-mail: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone No.: _____	Fax No.: _____
Quote Expires: _____	Payment Terms: _____

Authorized Vendor Signature: _____ **Date:** _____