

Arizona State University REQUEST FOR QUOTATION (RFQ) (to be used for purchases less than \$100,000)

REQUESTER INFORMATION Department:				Date of the RF	Q	RFQ Due Da	te
•	t Name:			-			
Telephone #:				-		RFQ NO.	
e-mail:				1		RFQ NO.	
		S (Arizona Sta	te University Destination	on)			
Line No.	Quantity	Unit of Measure	Catalog # and Descr	iption		Unit Price	Extended Price
Total Amount before Taxes							
Sales Tax Grand Total inc				ing Sales Tay			
Crana rotal includi				ing calcs rax			
Supplier Name Supp				Supplier Address, Telephone No. & e- Expected Delivery nail		Time	Supplier's Quotation #
							Quotation Date
Signat	ure						

RFQ Terms and Conditions

- Supplier's response to this RFQ must be sent to Arizona State University via E-mail to the attention of the Requester, as specified above. Supplier
 may enter prices directly on this form or attach a quotation to this form.
- This RFQ is not an offer and does not constitute a commitment to purchase. The quantity specified above is provided as a best estimate only. ASU reserves the right to order the quantity that it requires.
- 3. Prices are in United States Dollar, delivered to the Arizona State University Destination as indicated above.
- Title and risk of loss remain with the Supplier until delivery to Arizona State University Destination.
- 4. In the event of a discrepancy/error in the total prices indicated, the unit price will prevail.
- 5. Terms of payment shall be Net 30 days from the receipt of Supplier's invoice by ASU Accounts Payable.
- 6. Supplier's submittal shall be valid for sixty (60) days from the date of Supplier's submission.
- 7. Price may or may not be the determining factor in Supplier selection process. The award may be made to the Supplier(s) whose submittal(s) is (are) determined to be of highest value in terms of quality and price.
- 8. ASU prefers, when practicable and economically feasible, products that contain recovered materials, conserve natural resources, protect the environment, and are energy efficient. Supplier should attach relevant information to the submittal as applicable.
- 9. ASU reserves the right to request Supplier(s) demonstrate that adequate skills, equipment and resources are available for performance of the services and to request any additional information that it deems necessary in order to make a decision on any submittal.
- 10. ASU reserves the right to reject any or all submittals after evaluation. Any submittal not supported by the information requested in the RFQ, or not complying with the RFQ requirements may not be considered.
- 11. Any resulting purchase shall be subject to Arizona State University Terms and Conditions of Purchase, a copy of which is available on: https://www.asu.edu/purchasing/pdf/Stand_TsCs_Provisions.pdf