

NORTHWESTERN STATE UNIVERSITY TELEPHONE QUOTATION TABULATION

Purchases between \$30,000 and \$60,000 may be made by telephone or facsimile from at least three (3) bona fide, prospective bidders, and purchases may be awarded on the basis of the lowest responsive quotation received. Written confirmation of price should be obtained from the successful bidder. Whenever possible, at least one (1) of the qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship. (See Purchasing website for link to lists.)

NOTE: PRICE IS TO INCLUDE ALL COSTS FOR FREIGHT, SHIPPING HANDLING, ETC.

	<u>Vendor 1</u>	<u>Vendor 2</u>	<u>Vendor 3</u>
Vendor Name:	_____	_____	_____
Address:	_____	_____	_____
City, State, Zip:	_____	_____	_____
Person Contacted:	_____	_____	_____
Phone Number:	_____	_____	_____

DESCRIPTION	UOM	QTY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1								
2								
3								
4								
5								
TOTAL AMOUNT								

Quotes Obtained by

Approved by Budget Unit Head

Purchasing Approval

NOTE: SIGNED BID QUOTE REQUIRED FROM LOWEST BIDDER.