

REQUEST FOR QUOTATION



NOTE: THIS IS **NOT** AN ORDER

ADMINISTRATION & FINANCE
Consolidated Procurement Office

DATE _____

TO:
Vendor: _____
Phone/Fax: _____
Email: _____

FROM: **University of Guam**
POC: _____
Phone/Fax: _____
Email: _____

PLEASE RESPOND NO LATER THAN: _____
DELIVERY DATE REQUIRED BY: _____

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

Notes: 1) Please furnish price quote, indicate delivery time and terms based on F.O.B destination for the items listed below. 2) Government of Guam encourages use of "earth friendly" products.

Quoted by (Print Name):			Quote Date:		
Terms: _____			Offering Recyclable products: _____		
Quote valid for: _____ Days			Offering Biodegradable products: _____		
Delivery Date offered: _____			Please separate your offer recyclable and/or biodegradable products from regular products		
#	QTY	DESC	Unit Price	Total Price	In Stock / Backorder
1					
2					
3					
4					
5					
6					
7					
8					
9					

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