



## City of Rockville Request for Quotation Form

<b>Department:</b> <b>Contact:</b> <b>Tel:</b> <b>Fax:</b> <b>Email:</b>	<b>Firm:</b> <b>Contact:</b> <b>Email:</b> <b>Fax:</b>	
	<b>Quote Receipt date:</b>	<b>Quote Receipt Time:</b>
	<b>Request for Quotation no.:</b>	
<b>Deadline for Questions:</b>		

This solicitation is subject to the provision of the City of Rockville's General Terms and Conditions (T&C). The T&C may be viewed on Procurement Division's website at <http://www.rockvillemd.gov/DocumentCenter/View/75>. By submitting the quote, the firm confirms the quoted prices are valid for 60 days.

**For City Use Only-Please check the specification type that applies to this request and complete the description/scope of work:**

Services: Submit quote based on description of service

Brand Name or Equal (Goods): Firm is not restricted to the specific brand name, but if an equal is quoted, sufficient descriptive literature must be submitted with the quote

Brand Name only (Goods): Quotes shall only be accepted for the exact brand name and model

Item #	Quantity	Description / Scope of Work	Unit Price	Total Price

**Quoted prices to be F.O.B Destination (inclusive of all delivery, freight, and insurance, if required).**

<b>Delivery Location:</b>	<b>Payment terms: Net 30</b>	<b>Delivery date:</b>	<b>Please check if the company meets the following criteria: Minority, Female, Disabled (MFD) Business: Yes <input type="checkbox"/> No <input type="checkbox"/></b>
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<b>Telephone No.:</b>	<b>Printed Name/Signature:</b>	<b>Date:</b>
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- Goods or services must be delivered to the location specified above.
- The City is generally exempt from federal excise tax and State sales tax. However, any applicable tax shall be included in the vendor's quote.
- All handling or packaging charges shall be included in the vendor's quote.
- This RFQ is part of a competitive procurement process. The award, if made, will be made on a lump sum basis to the lowest responsive bidder.
- The City reserves the right to request any additional information that it deems necessary to evaluate the quote.
- If unable to submit a quote, please sign and return this form indicating the reason for not participating.
- **Email and Facsimile quotes shall only be accepted and must be submitted to the Department Contact listed above within the quote receipt date and time. The City will not accept or be responsible for late or incomplete quotes.**
- Vendor submittal of additional terms and conditions may result in the quote being deemed nonresponsive.
- **Vendor is responsible for checking the City's website regarding any information or addenda to this Request for Quotation.**