

# REQUEST FOR QUOTATION

SUBMIT BID TO:

KANSAS STATE UNIVERSITY  
Purchasing Office  
21 Anderson Hall  
Manhattan, Kansas 66506-0108

QUOTATION NO.: \_\_\_\_\_

DATE SENT: \_\_\_\_\_

CLOSING 2:00 P.M.: \_\_\_\_\_

DEPT P.R. NO.: \_\_\_\_\_

## THIS IS NOT AN ORDER

Vendor _____
Address _____
City _____ ST _____ Zip _____

### FOR ADDITIONAL INFORMATION CONTACT

Purchasing Office

p: (785)532-6214 f: (785)532-5577 e: kspurch@k-state.edu

1. In communicating, always refer to the above Quotation number.
2. In order to receive consideration for award, one copy of this "Request for Quotation", properly completed and signed, must be returned to and received by the K-State Purchasing Office no later than the specified closing date and time.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Purchase orders or contracts resulting from this quotation may not be assigned without prior written approval of the K-State Director of Purchasing.
5. The seller agrees to protect the purchaser from all damage arising out of alleged infringements of patents.
6. Unless otherwise specified, the right is reserved to accept or reject all or any part of this quotation.
7. Prompt payment discounts will not be considered in determining the low bid.
8. Prices quoted shall be less Federal Excise and State Sales taxes.
9. If given an order, Bidder agrees to furnish the items enumerated hereon at the price(s) and under the conditions indicated.
10. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A 44-1030 et. seq.

DELIVERED FOB DESTINATION: Kansas State University

Item #	QTY	Unit	Description of Material or Service	Unit Price	Amount

PAYMENT TERMS: \_\_\_\_\_ DELIVERY TO BE: \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER

*Revised April 2013*

SIGNED BY: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_ TOLL FREE/PHONE#: \_\_\_\_\_

FAX#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

KANSAS STATE UNIVERSITY  
MANHATTAN, KANSAS

Quotation No.: \_\_\_\_\_

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KANSAS STATE UNIVERSITY  
MANHATTAN, KANSAS

Quotation No.: \_\_\_\_\_

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Item #	QTY	Unit	Description of Material or Service	Unit Price	Amount

**KANSAS STATE UNIVERSITY  
MANHATTAN, KANSAS****MARKING & MAILING BIDS:**

Bids are to be returned on K-State's Purchasing form in vendor's own envelope or container, sealed securely, addressed and marked on the outside as follows:

RFQ #: \_\_\_\_\_, CLOSING DATE: \_\_\_\_\_

KANSAS STATE UNIVERSITY, PURCHASING OFFICE

21 ANDERSON HALL, MANHATTAN, KS 66506

The University will not be responsible for the premature opening of a bid or for the rejection of a bid that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container.

Faxed or emailed bids are acceptable unless this Request is for an amount of \$50,000 or more. Sealed bids are required for amounts totaling \$50,000 or more. All bids shall be on the Kansas State University bid form. All emailed bids shall be sent to [kspurch@k-state.edu](mailto:kspurch@k-state.edu) with the bid number identified in the subject line. All faxed bids shall be sent to 785-532-5577. Under all circumstances it shall be the vendor's responsibility to insure their bid is properly received by the appropriate date/time at the Kansas State University Purchasing Office.

All prices shall be in U.S. Dollars.

Do not alter this document. Insert the requested information in the spaces indicated. Any additional information, changes, alternatives, etc., are to be submitted on a separate piece of paper and submitted with K-State's bid form. **Any alterations to this form may be grounds for bid rejection.**

**FREIGHT COST INFORMATION:**

- 1. Bids shall be submitted FOB Destination.**
- 2. All vendors, submitting bids, are required to show the shipping (freight costs) as a separate line item on the bid quote and invoices.**
- 3. If shipping cost is included in the product unit cost, please deduct the amount you are adding for shipping and show as a separate line item.**

**BID DISCLOSURES:**

At the time of closing, bid prices shall be made public information. Interested vendors or their representatives may be present at the announcement at the following location:

Kansas State University, Purchasing Office

21 Anderson Hall, Manhattan, KS 66506

Bid results will not be given to individuals over the telephone, by fax, or via e-mail. Results may be obtained after contract finalization by obtaining the bid tabulation from KSU Purchasing. Please send:

- Check for \$3.00, payable to Kansas State University
- Self-addressed, stamped envelope
- Request for Quotation number

Should a check be returned to Kansas State University for insufficient funds, the vendor will be suspended from all bidding until such time as the vendor makes good on payment.

Kansas State University reserves the right to waive minor deviations in the specifications when such deviations do not alter nor deter the department from accomplishing the intended use or function.

**CRIMINAL OR CIVIL OFFENSE OF AN INDIVIDUAL COMPANY OR ORGANIZATION:** Any conviction for a civil offense by the bidder, any past or current managerial employee of bidder, or any person or entity controlling bidder that indicates a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a state contractor must be disclosed. This is to include (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.