

ONLY THOSE BIDS RECEIVED IN  
 PROCUREMENT SERVICES,  
 WOODY HALL, 4TH FLOOR  
 900 S NORMAL AVENUE  
 CARBONDALE, IL 62901

# REQUEST FOR QUOTATION SOUTHERN ILLINOIS UNIVERSITY



PROCUREMENT SERVICES  
 MAILCODE 6813  
 CARBONDALE, ILLINOIS 62901  
 (618) 453-5751  
 (618) 453-6714 (FAX)

BY THE SPECIFIED DUE DATE WILL BE  
 CONSIDERED.

PLEASE BID THE FOLLOWING OR EQUIVALENT. IN THE EVENT OF AN ALTERNATE,  
 SEE INSTRUCTIONS BELOW.

BIDDER NAME - ADDRESS:

Quotations are requested FOB  
 destination freight pre-paid. If  
 unable to so quote, add here  
 (\$ \_\_\_\_\_) the additional cost  
 to the University for any non-  
 prepaid shipping.

This transaction subject to  
 Procurement Rules of the Chief  
 Procurement Officer for Public  
 Institutions of Higher Education.

RFQ NUMBER:
BUYER:
DATE:
BID OPENING DATE:
DELIVERY:
SHIP VIA:
TERMS:
FOB POINT:

PAGE: 1

ITEM NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
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**Instructions:**

1. Alternates which are recognized to be of equal workmanship, quality, and performance will be considered. Include specifications and/or brochures on any equals or alternates as offered. Specify variation of specifications on any alternates being offered. Unless otherwise specified, the item offered must be new and of the latest model, crop, or manufacture.
2. If unable to quote on above, please return as a no bid and indicate whether you are interested in remaining on the bid list.
3. Bid proposals shall be executed and submitted on the form provided. Only the bids sheet/s or RFQ and attachments or brochures (if any) are to be returned. The mailing address for the sealed bids is: Southern Illinois University Carbondale, Office of the Director of Procurement Services, Woody Hall, 4th Floor, 900 S. Normal Avenue., Carbondale IL 62901. For personal deliveries, Procurement Services is located on the Carbondale Campus in Woody Hall, 4th Floor. The Request for Quotation must be clearly noted on all packages submitted pertaining to this request.
4. All shipments must be insured to the full value.

SIU is not subject to federal excise tax or Illinois Retailer's Occupational tax. Exemption certificates will be furnished upon request.

SIU IS A TAX EXEMPT INSTITUTION, IL TAX #E99908433.

The Director of Procurement Services shall have the right to reject any and all bids or any part thereof, to waive any technicalities or informalities in the bidding and to award in such a manner as is deemed to best serve the interests of the University.  
 The contract certification form is recognized as a formal part of this Request for Quotation.

FIRM OR COMPANY	
FEDERAL EMPLOYER NO.	DEPT. OF HUMAN RIGHTS ID NO.
AUTHORIZED SIGNATURE	PHONE NO.
TYPED NAME	DATE