

Ramapo College of New Jersey
Competitive Bid Quotations

Fiscal Year: _____
Date of Quotation: _____

Requisition Number: _____
Awarded Vendor: _____

Purchase Order Number: _____

This form is required for all purchases of equipment or services that fall between \$5,000.00 and \$28,300.00; unless purchase has an authorized waiver number, is a sole source vendor, or purchased off NJ State Contract.

1. For purchases between \$5,000.00 and \$28,300.00.
2. Written quotes must be attached to the back of this form.
3. This form must contain the requisition number and the Name of the Awarded Vendor.
4. This form must be submitted to Purchasing within 2 working days of entering requisition into Banner.
5. Forms submitted without proper documentation will be returned to the unit for processing, thereby delaying the conversion of the referenced requisition.
6. Record quotations on this form and attach written documentation from vendor to confirm price quote.
7. Form must be signed by Unit Director or Dean and forwarded to Purchasing within 2 working days.

I certify that competition has been solicited and quotations obtained prior to placing orders and requisition in accordance with current College Purchasing regulations governing agency direct purchases.	Vendor # 1:		Vendor # 2:		Vendor # 3:	
	Vendor Address:		Vendor Address:		Vendor Address:	
Signature Unit Director or Dean	Vendor Phone:		Vendor Phone:		Vendor Phone:	
	Vendor Fax:		Vendor Fax:		Vendor Fax:	

Description of Items or services to be purchased	Quantity	Ordering Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Vendor's Total Price for this purchase:				\$ -	\$ -	\$ -	\$ -	\$ -

Billing Terms, delivery date, comments: