

RETURN TO:

**UNIVERSITY OF HAWAII  
REQUEST FOR QUOTATION**

**THIS IS NOT AN ORDER**

( THIS INQUIRY IMPLIES NO OBLIGATION TO BUY ON THE PART OF THE UNIVERSITY. )

	Date	Quotation No.
Reply Must be Received by the University No Later Than		
Requisitioner		FO Initial Here
Requisitioner's Telephone No.		
Deliver To		
<b>BIDS ARE SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE AND AS SET FORTH HEREIN OR ATTACHED HERETO.</b>	Ship Via	Date Delivery Required

VENDOR FILL IN BELOW

Item	Quantity	Description	Unit Price	Amount
		<p>ALL APPLICABLE TAXES</p> <p>FREIGHT</p> <p>TOTAL</p>		

Check one <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMAN OWNED <input type="checkbox"/> NONE OF THE ABOVE	Discount Terms	Quotation Valid For:	If Awarded to Us, P.O. Should Be Made Out to
	Delivery Can Be Made		
	After Receipt of P.O.		
	To be Shipped Via		
	<b>All Transportation Charges Must Be Prepaid F.O.B. Destination</b>		
Business owned or controlled by legislator or UH employee? <input type="checkbox"/> YES <input type="checkbox"/> NO	Federal Taxpayer Identification No.	Hawaii General Excise/ Use Identification No.	
Signed By:	Date	Print Name and Title	Tel. No.

IF YOU WISH TO RETAIN A COPY OF THIS QUOTATION FOR YOUR FILE, PLEASE REPRODUCE OR EXTRACT PERTINENT INFORMATION BEFORE RETURNING THE COMPLETED FORM.

## **REQUEST FOR QUOTATION TERMS AND CONDITIONS**

**AWARDS.** Awards may be made by item, groups of items or entire quotation, whichever is in the best interest of the University. Further, the University reserves the right to reject any and / all quotations and waive any defect(s) or authorized any substitution(s), when in its opinion, such rejection, waiver or substitution will be in the best interest of the University. Delivery time differences may be considered a factor in determining award if early delivery is required.

**BRAND NAMES.** Brand names when used indicate standards of quality and performance desired. Any brand equal in quality and performance may be proposed if seller specifies brand, model no., and provides descriptive brochures and specifications. Vendor agrees that the finding of the University shall be final and binding.

**SHIPPING INSTRUCTIONS.** Unless otherwise specified, all goods shall be shipped prepaid, FOB destination. Where specified authorization is changed to ship goods FOB shipping point, Seller agrees to prepay all shipping charges, and to bill the University as a separate item on the invoice for said charges. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping had been made. COD shipments will not be accepted. All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents shall contain the applicable order number. Packing lists shall be enclosed in each and every box or package shipped indicating the contents therein.

**EXTRA CHARGES.** No additional charges of any kind, including charges for boxing, packing , cartage, or other extras will be allowed unless specifically agreed to in writing, in advance by the University of Hawaii.

**PRICING.** Vendor agrees that the prices quoted are not in excess of the prices published in the current price list and the prices are not more than the prices charged to any other customer under similar conditions.

**INTERPRETATION OF CONTRACT AND ASSIGNMENTS.** This request for quotation shall be construed in accordance with the laws of the State of Hawaii.