

Instructions for Preparation of Hard Copy University of Hawaii
Request for Quotation Form

All appropriate spaces should be completed. If space is insufficient, attach a numbered list and make reference to it on the face of the form.

- 1) Return To - The office requesting the quotation.
- 2) Date - Date quotation issued.
- 3) Quotation No. - Identification number of quotation (if applicable).
- 4) Reply Must be Received by the University No Later Than - Date and time quotation must be received by issuing office to be considered for award. Eliminate indefinite words such as "ASAP" or "reply immediately".
- 5) Requisitioner - Name of requestor.
- 6) F.O. Initial - F.O. acknowledges that he/she has reviewed quotation prior to issuance.
- 7) Requisitioner's Telephone Number
- 8) Deliver To - State complete address of delivery point.
- 9) Ship Via - State method of shipment (e.g., UPS, Air, Parcel Post, Best Way, etc.) if necessary.
- 10) Date Delivery Required - The number of days after receipt of order (ARO) or the specific date delivery is required. The terms "ASAP" and "immediate" shall not be used. If delivery time is a factor to be considered in award, a statement to that effect must be included in the RFQ. This should only be used in emergency situations.
- 11) Vendor - Type vendor(s) name and address.
- 12) Item - List item number(s).
- 13) Quantity - State amount required, unit, dozen, etc.

- 14) Description - Provide a complete description of the goods or services required. If applicable, specify acceptable brand name(s) or acceptable alternate(s), model number(s) or catalog number(s). State if award is to be by items or total aggregate amount. State if delivery time is a factor in award.
- 15) Unit Price - Filled in by vendor.
- 16) Amount - Filled in by vendor.
- 17) All applicable taxes, freight and total filled in by vendor.
- 18) Remainder of quotation to be completed by vendor.