|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name:** | |  | | |  | | |  | | |
| Items to be Purchased:   * Product specifications * Delivery Frequency * Packaging | Quantity Expected to Buy | Unit Price | Extended Price (Quantity x Unit Price) | \*VS  (✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS  (✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS  (✓) |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |
| TOTAL |  |  | $ |  |  | $ |  |  | $ |  |
| \*Vendor Selected (VS) | | 🞎 | | | 🞎 | | | 🞎 | | |
| **Date & Method of contact:** | |  | | |  | | |  | | |
| **Name of person quoting pricing:** | |  | | |  | | |  | | |
| **Duration quoted pricing is good for:** | |  | | |  | | |  | | |
| Additional Notes: | |  | | |  | | |  | | |
| Signature of person completing this form: | | | | | | | | Date: | | |

\*Vendor Selected (VS); you can award all items to one bidder (lowest total price) or you can award bid on a line item basis (lowest item price)