TABULATION OF BIDS RESULTING FROM LIMITED SOLICITATION PROCEDURE - Purchases with a Total Contract Value up to $25,000

Identify all information on item(s) to be bid, including manufacturer and model number, dimensions, and other pertinent specifications. This information must be written and read to each bidder. NOTE: this form must accompany the Banner Payment Authorization (BPA) in accordance with the MSU-Bozeman Purchasing Procedures Manual.

Agency/Department: ____________________________ Date: ____________________________

Department Representative: ____________________________ Purchase Order # assigned: ____________________________

PRODUCT DESCRIPTION:

BRAND SPECIFIC?  □ NO  □ YES  If yes – provide Brand & Sole Source Justification (PD-14):

REQUIRED DELIVERY DATE: ____________________________ F.O.B.: ____________________________

BIDS QUOTED BY VENDOR

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<tr>
<th>Item #</th>
<th>Description</th>
<th>Mfg. Name</th>
<th>Mfg. #</th>
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<th>Vendor B</th>
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Subtotals $ ____________ $ ____________ $ ____________

Freight Charges (if any)

TOTAL (after freight charges)

Delivery Time

Terms (F.O.B. Dest., Net 30)

Comments

Things to Identify:

1. Purchase Order Number ________ (if placing an order)
2. Shipping Address (if placing an order)
3. Billing Address (If placing an order)
4. Your Name and Phone Number

I certify that the above information is correct and that I have no financial interest or conflict of interest in any of the vendors notified.

Signature of Buyer: ____________________________