



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 3.2 - Obtaining Quotes from Contract Vendors

1. **Overview:** Quotes should provide all information necessary to allow the University to identify the items(s)/services being purchased and the pricing and discounts associated with each item/service. Quotes should also include all costs associated with the acquisition including delivery, setup cost and or other costs. It is especially important when obtaining competitive quotes to ensure that all costs associated with an acquisition are included in each quote to allow for fair comparison.
2. **Applicability:** These requirements pertain to all quotes obtained from **Contract Vendors**.
3. **General Requirements:** All quotes obtained from contract vendors must match the pricing structure provided for that particular contract.
4. **Information Requirements:** Quotes must include the following information or meet the following minimum requirements:
 - Submitted in a form that clearly identifies the vendor (Letterhead, email, etc.)
 - Reference the appropriate Campus, University, State, MHEC or E&I contract number in the body of the quote.
 - Include the delivery date or timeframe.
 - Include all shipping and or delivery cost
 - If applicable, include all installation and or setup cost
 - Show a total quoted price
5. **Item Specific Requirements:** Quotes must also include the following information for each item being quoted and should be line item specific:
 - Description
 - Manufacturer (if applicable)
 - Manufacturer part number (if applicable)
 - Quantity
 - List price per unit
 - Discount or discounted price per unit
 - Net price per unit
 - Net total price for each line
 - Total quoted price
 - **If the contract provides for specific product net prices instead of discounts than those prices may be shown in the quote in lieu of the list, discount and net prices.*