



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 4.7 - Requesting Quotes for Equipment

1. **Overview:** Quotes should provide all information necessary to allow the University to identify the item(s) being purchased and the pricing and discounts associated with each item. Quotes should also include all costs associated with the acquisition including delivery and setup cost. 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. **Comparing Quotes:** The University seeks to obtain equipment at the best value determined by total acquisition, maintenance and disposal cost. When comparing quotes the total acquisition cost including delivery and installation should be used as the basis for a cost comparison. Additionally, if a maintenance contract is necessary or significant disposal cost are expected than those costs should be included in the quote and in the cost comparison.
3. **Maintenance and Warranty:** If a maintenance contract is required the quote should contain the fixed pricing for the useful life of the equipment. For example, if the useful life of the equipment is five (5) years, pricing for each of the five years should be included in the quote. A copy of the maintenance agreement should be obtained and reviewed. A copy of the warranty should be obtained and compared.
4. **Applicability:** These requirements pertain to quotes for **equipment and supplies** from non-contract vendors. Quotes and proposals for services, software and or other non-equipment commodity types tend to be case specific. General requirements for quotes for other commodities can be found in the applicable section of this manual.
5. **General Quote Requirements:** Quotes must include the following information or meet the following requirements, as a minimum:
 - Must be provided that clearly indicates the vendor (Letterhead or email).
 - If University, Campus, State, MHEC or E&I contract refer to *Section 3: University & Consortium Contracts* for more information.
 - Must include the delivery date or timeframe.
 - Must include all shipping and or delivery cost
 - Must include all post warranty maintenance costs for the useful life
 - If applicable, must include all installation and or setup cost
 - Must show a total quoted price
6. **Item Specific Quote Requirements:** Quotes must also include the following information for each item being quoted:
 - Description
 - Quantity
 - List price per unit
 - Discount or discounted price per unit
 - Net price per unit
 - Net total price for each line



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- Total quoted price
- Warranty