

How Do I Buy or Handle...

FAST QUOTE for Small Purchases

Procedure

If departments have a brand name of an acceptable item whose purchase is not expected to exceed \$50,000, they may seek quotes from other vendors (FAST QUOTE).

If the department wishes to access the FAST QUOTE process, they need to do the following:

1. Send the same email (sample below) to at least 3 vendors requesting a response by a specific date and time (be reasonable with this time frame; allow at least 10 days for the vendors to respond)
2. In the email, ask for the following to be provided in a quotation:
 - a. Best price for brand name or equal, include catalog number and specific options needed
 - b. Freight charged for shipment
 - c. Lead time for delivery after receipt of order
3. The department needs to send the same email to all vendors solicited.
4. Receive responses and review for completeness and clarity.
5. Submit a requisition in HokieMart referencing the low bidder; attach a scan of the following:
 - a. All emails sent to bidders (this shows the vendor contact name and email address)
 - b. All quotations received.
6. Once this requisition with documentation is received by the buyer in procurement, it will be reviewed to assure that the responses are valid and that the responses clearly identify what is being requested and offered. The buyer must have enough information to prepare a bid tabulation that will be public. The emails sent and quotations received will be used to prepare the bid tabulation.
7. If the quotes do not clearly meet the attempt to provide fair competition, the buyer will seek competition using normal procurement guidelines. The buyer, in their sole discretion, has the authority to make this decision.



Sample email:

Dear Vendor:

- 1. Provide your best pricing for the following items in a quotation:*

1 each Keysight CXA Signal Analyzer, Multi-touch, Catalog # N9000B

1 each installed option: Frequency Range 9kHX-7.5Ghz, Catalog # N9000B-507

- 2. Provide applicable freight*

(For calculation of shipping charges, these items will be delivered to the following address:

(Insert delivery address here)

- 3. Provide estimated lead time for delivery after receipt of order.*

- 4. Quotation must be received by (insert date and time here)*

Make sure that contact information is on the email in case the vendors have questions.