

Massachusetts College of Liberal Arts

Request for Quotes – Supplies



The Massachusetts College of Liberal Arts (MCLA) department of
invites you to submit a quote for the following supplies on or before

Please submit your quote via email to

MCLA is the Commonwealth's public liberal arts college and a campus of the Massachusetts state university system. The college promotes excellence in learning and teaching, innovative scholarship, intellectual creativity, public service, applied knowledge and active responsible citizenship. MCLA prepares graduates to be practical problem solvers and engaged resilient global citizens.

Description of Goods *(attach additional page(s) if necessary)*

Quantity	Description (include applicable item/part #)
N/A	Shipping & Handling to 375 Church St, North Adams, MA 01247

Deadline for delivery of goods:

Purchasing Award: MCLA intends to submit a one-time purchase order (PO) to the successful bidder. Any awarded PO resulting from this request will consist of: (i) this request for quotes; (ii) the successful vendor's quote; and (iii) A fully executed MCLA Purchase Order containing a PO Number, billing terms, and shipping instructions. As an agency of the Commonwealth, MCLA is exempt from MA state sales tax; MCLA's certificate of exemption will be supplied to the successful bidder upon request. Should there be any conflict in language between this request for quotes and the vendor's quote, this request shall govern. MCLA reserves the right to issue written clarifications to resolve any ambiguities in the purchasing relationship. Such clarifications, when issued, will take precedence over both the request for quotes and the vendor's quote. For all matters, not affected by the written clarification, this request for quotes shall govern.

Massachusetts College of Liberal Arts

Request for Quotes – Supplies



Instructions to Bidders:

- Quotes:** Submit quotes for the supplies specified above. If your offer differs in any way, you must provide a detailed description of the alternative product(s) described in your quote. MCLA shall be the sole judge of the acceptability of any alternate quotes.
- Pricing Details:** Clearly define your pricing structure. MCLA reserves the right to negotiate this and other key terms with the chosen vendor.
- Quote Validity:** Submitted prices must remain valid for 30 days.
- Non-Submission:** If unable to provide a quote, please return this form stating your reasons.
- MCLA Rights:** MCLA may reject any or all quotes, in whole or in part, and waive minor discrepancies or irregularities.
- Form Alterations:** Quotes that modify MCLA's provided form may be deemed non-responsive.
- Public Information:** All information submitted in response to this solicitation is public information and is subject to release pursuant to Massachusetts Public Records Law. Vendors are solely responsible for protecting their trade secrets and will be responsible for all costs associated with protecting such information from disclosure.
- Vendor Costs:** Vendors are responsible for all costs incurred in responding to the request for quote. MCLA shall incur no obligation or liability by reason of issuance of this request for quotes.
- Verification and Investigation:** All information submitted is subject to verification and MCLA reserves the right to investigate as deemed necessary to determine the ability of the vendor to perform the services specified in the scope of services. MCLA reserves the right to reject any quote if the evidence submitted by, or the investigation of the vendor fails to satisfy MCLA that the vendor is properly qualified.

Quoted Price: \$ _____ (*Attach itemized quote if applicable*)

Specified scope of services fully satisfied? Yes No

Comments:

By signing below, I acknowledge and agree on behalf of my firm, to supply MCLA the supplies listed above at the price shown, subject to the above terms and conditions.

Signature _____

Date _____

Printed Name

Phone

Title

Fax

Company

Email

Address

FEIN