

Division of Air Quality

Guidance for Preparing a Request for Quotation Form

Request for Quotation forms must be submitted for purchase and services over \$2,500.00
A minimum of three (3) Requests for Quotations is required

There are three (3) types of quotation forms:

1. Request for Quotations – Commodities, purchase of goods (15 Pages)

- Cover Page Solicitation – RFQ No.

Please use the first six characters on page two followed by a dash and the date (MM/DD/YY) of preparation and the letters A-Z for Request for Quotation during a given day.

DAQADM	DAQFRO	DAQPRB	DAQSSC	DAQWARO
DAQAMB	DAQITS	DAQPLB	DAQTSS	DAQWIRO
DAQECB	DAQMSC	DAQRRO	DAQTPB	DAQWSRO
DAQARO	DAQMRO	Example: (DAQADM030810A)		

- You will need to enter your quote number in the Header of the document.
- Complete all the shaded areas with information specific to your division and your procurement.
- Page 2 – make sure you insert the quote number in the mailing instruction section, as well as completing all the shaded areas in the chart.
- Page 2 – The address information in transportation charges needs to be the location where the commodities are to be delivered.
- Page 3 – Delivery information – the division will need to complete the first blank with the number of days in which you expect deliver (i.e. 30 days).
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- On page 4 of the document you will find a highlighted section which reads: **Replace this message by entering your free text here.** This is where you will insert the specifications for what you are ordering.
- ***DO NOT CHANGE ANY OTHER INFORMATION IN THIS DOCUMENT WITHOUT PRIOR APPROVAL FROM NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES.***

2. Request for Quotation – Services, vendor to provide a type of service (5 Pages)

3. Request for Quotation – Information Technology, purchase of Goods and Services (9 Pages)

If the vendor of choice is a State Term Contract vendor, you do not have to request a Quotation

DAQ staff must complete the following sections of the forms prior to sending the quotation forms to the vendor:

- Date
- Quote Must Be Received By Date
- Vendor Name and Address
- Description of goods or services to be purchased or performed – *(Must be exactly the same for every vendor requested to provide a quotation)*
- DAQ Staff members Email address, telephone number and facsimile number *(In case vendor has question regarding your request)*
- DAQ staff must mail, fax or Email all pages of the quotation forms to the vendor

Notes to Vendor – *Inform vendor that all pages must be returned by the request quotation date; The quotations require the vendor to register in E-procurement; The purchase of goods requires the vendor to pay a transaction fee of 1.75% of the total dollar amount of a purchase order; If vendor is not able to provide the goods or services within thirty (30) days of receipt of the purchase order, the vendor must specify when they would be able to provide the goods or services.*

E-Procurement Vendor Registration link: <http://www.pandc.nc.gov/VendorLink-Registration.htm>

Upon receipt of quotation from the vendors

Verify that all pages of the quotation forms have been received

Vendor completed the “We Quote You as Below” portion

Vendor representative signed the form, provided telephone number and quoted what was requested

Verify that vendor registered: http://eprocurement.nc.gov/Registered_Vendor_Search.html

Submit a DAQ Purchase Request Form with three (3) completed Request for Quotation forms to:

DAQ Budget Section

Any questions regarding Request for Quotations, please contact the Budget Section