

RETURN TO:

**UNIVERSITY OF HAWAII
REQUEST FOR QUOTATION**

THIS IS NOT AN ORDER

**(THIS INQUIRY IMPLIES NO OBLIGATION TO
BUY ON THE PART OF THE UNIVERSITY.)**

	Date	Quotation No.
Reply Must be Received by the University No Later Than		
	Requisitioner	FA Initial Here
Requisitioner's Telephone No.		
Deliver To		

BIDS ARE SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE AND AS SET FORTH HEREIN OR ATTACHED HERETO.

Ship Via	Date Delivery Required
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VENDOR FILL IN BELOW

Item	Quantity	Description	Unit Price	Amount
		ALL APPLICABLE TAXES		
		FREIGHT		
		TOTAL		

Check one <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMAN OWNED <input type="checkbox"/> NONE OF THE ABOVE	Discount Terms	Quotation Valid For:	If Awarded to Us, P.O. Should Be Made Out to
	Delivery Can Be Made		
	To be Shipped Via		
All Transportation Charges Must Be Prepaid F.O.B. Destination			
Business owned or controlled by legislator or UH employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Federal Taxpayer Identification No.	Hawaii General Excise/ Use Identification No.
Signed By:	Date	Print Name and Title	Tel. No.

IF YOU WISH TO RETAIN A COPY OF THIS QUOTATION FOR YOUR FILE, PLEASE REPRODUCE OR EXTRACT PERTINENT INFORMATION BEFORE RETURNING THE COMPLETED FORM.

REQUEST FOR QUOTATION TERMS AND CONDITIONS

AWARDS. Awards may be made by item, groups of items or the total aggregate amount for all items included in the quotation, whichever is stated in the Basis for Award on the RFQ. Further, the University reserves the right to reject any and / all quotations and waive any defect(s) or authorized any substitution(s), when in its opinion, such rejection, waiver or substitution will be in the best interest of the University.

BRAND NAMES. Brand names when used indicate standards of quality and performance desired. If brand name specification followed by the words "or acceptable alternate" is used, any brand equal in quality and performance may be proposed if seller specifies brand, model no., and provides descriptive brochures and specifications. If only one brand is specified, alternative brands will not be accepted and vendor must offer the specified brand. Vendor agrees that the finding of the University shall be final and binding.

SHIPPING INSTRUCTIONS. Unless otherwise specified, all goods shall be shipped prepaid, FOB destination. If the University agrees to shipment of goods FOB shipping point, Seller agrees to prepay all shipping charges, and to bill the University as a separate item on the invoice for said charges. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping had been made. COD shipments will not be accepted. All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents shall contain the applicable order number. Packing lists shall be enclosed in each and every box or package shipped indicating the contents therein.

EXTRA CHARGES. No additional charges of any kind, including charges for boxing, packing, cartage, or other extras will be allowed unless specifically agreed to in writing, in advance by the University, or specifically listed in details in the vendor's electronic quote.

PRICING. Vendor agrees that the prices quoted are not in excess of the prices published in the current price list and the prices are not more than the prices charged to any other customer under similar conditions.

PROTEST OF AN AWARD. Protest of an award pursuant to Section 103D-305, HRS, Small Purchases, shall be submitted in writing by the protestor to the procurement officer, within five working days of knowledge giving rise to the protest.

INTERPRETATION OF CONTRACT AND ASSIGNMENTS. This request for quotation shall be construed in accordance with the laws of the State of Hawaii.

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS. Contractor agrees to comply with Section 11-355, HRS, which states that campaign contributions are prohibited from State and County government contractors during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract. Further information is available from the Campaign Spending Commission's Executive Director or its General Counsel at (808) 586-0285.