



# INFORMAL BIDS (QUOTES) TABULATION FORM

**INSTRUCTIONS FOR COMPLETION:**

- 1) Per Board Policy, purchases between \$10,000 and \$49,999.99 require at least three (3) vendor quotes.
- 2) Vendor quotes must be in writing (i.e. Vendor Quotation form; Vendor email; Internet Quote, etc.).
- 3) All awards should be made to the vendor whose proposal offers the "best value" to Sabine ISD.
- 4) Awards based on "best value" may consider various factors, including but not limited to:
  - (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet District Needs, (f) Client References, (g) Past Experience with Sabine ISD, and/or (h) any other relevant factor that ensures best value to the District.
- 5) Upon consideration of all factors, if all bids meet the District's needs, the award should be made to the lowest bidder.

Corresponding Purchase Req. No: \_\_\_\_\_

Informal Bids Tabulation Summary				VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4		VENDOR #5			
				Vendor Name:											
				Quoted By (Name):											
				Purchasing Coop											
Enter "X" for selected vendor															
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE		
	1	1	ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	2		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	3	1	ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	4	1	ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	5		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	6		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	7		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	8		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	9		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	10		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	11		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	12		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
* DISCLOSURE NOTICE: By signing below, I hereby certify that all quotes recorded include all the firms that have been contacted for bids and their replies are reflected accurately on this form.				<b>SUBTOTAL</b>		\$0.00		\$0.00		\$0.00		\$0.00			
				<b>SHIPPING COST</b>											
				<b>TOTALS</b>		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				<b>PAYMENT TERMS</b>											
<b>F.O.B. SHIPPING TERMS</b>															
<b>DELIVERY DATE</b>															

All awards should be made based on "Best Value" to the District. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid.

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\* Name of Person Completing this Form: \_\_\_\_\_

\* Signature: \_\_\_\_\_

**NOTE: THE COMPLETED & SIGNED TABULATION FORM AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PURCHASE REQUISITION.**