

3 QUOTES TABULATION FORM

INSTRUCTIONS FOR COMPLETION:

Vendor quotes **must be in writing** (i.e. Vendor Quote form; Vendor email; Internet Quote, etc.).

All awards should be made to the vendor whose quote offers the "best value" to ESC Region 11. Awards based on "best value" may consider:

(a) Price / Total Cost (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet Needs, (f) References, (g)

Past Experience, and/or (h) any other relevant factor that ensures best value to the ESC.

Upon consideration of all factors, if all bids meet the ESC's needs, the award should be made to the lowest bidder.

NOTE: THIS COMPLETED TABULATION FORM(Print to PDF) AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PO REQUEST.

If additional lines needed, add lines after item 15.

				VENDOR #1		VENDOR #2		VENDOR #3	
Quote Tabulation Summary	Vendor Name:			Amazon					
	Quote Number:								
	Enter "X" for selected vendor			X					
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
	1		ea		\$0.00		\$0.00		\$0.00
	2		ea		\$0.00		\$0.00		\$0.00
	3		ea		\$0.00		\$0.00		\$0.00
	4		ea		\$0.00		\$0.00		\$0.00
	5		ea		\$0.00		\$0.00		\$0.00
	6		ea		\$0.00		\$0.00		\$0.00
	7		ea		\$0.00		\$0.00		\$0.00
	8		ea		\$0.00		\$0.00		\$0.00
	9		ea		\$0.00		\$0.00		\$0.00
	10		ea		\$0.00		\$0.00		\$0.00
	11		ea		\$0.00		\$0.00		\$0.00
	12		ea		\$0.00		\$0.00		\$0.00
	13		ea		\$0.00		\$0.00		\$0.00
	14		ea		\$0.00		\$0.00		\$0.00
	15		ea		\$0.00		\$0.00		\$0.00
	SUBTOTAL			\$0.00		\$0.00		\$0.00	
	SHIPPING COST			\$0.00		\$0.00		\$0.00	
	TOTALS			\$0.00		\$0.00		\$0.00	

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

Name of Person completing this Form: _____

email: _____