

Quote Tabulation Form

This completed Quote Tabulation must be attached to a requisition or can be sent to Procurement via email to muprocurement@methodist.edu. Be sure to include the Requisition number in the email. The actual quotes and the scope of work or stated requirements that you provided to the vendor to request pricing must also be provided.

Quote Thresholds:

1. Quotes up to \$5,000: Competitive quotes recommended, but not required
2. Quotes \$5,000 - \$9,999: Two (2) or more competitive quotes required
3. Quotes \$10,000+: Three (3) or more competitive quotes required

General Requirements:

1. New Vendors: New vendors must be submitted for consideration before making a commitment. The Department completes the [New Vendor Form](#). Once evaluated, Procurement will send the Vendor Intake Form to vendor to collect the necessary information to add a new vendor to our system(s).
2. Agreement to Terms: If an agreement (i.e., contract, lease, license, memorandum of understanding, etc.) is required to procure the goods and/or services, Procurement must review the document(s) for compliance, and route for signature.

	<i>Vendor 1</i>	<i>Vendor 2</i>	<i>Vendor 3</i>
Company Name:			
Contact Person:			
Phone Number:			
Email Address:			
Brief Product or Service Description (attach additional details):			
Price *:	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Delivery Date or Lead Time:			

**** PRICE IS TO BE FIRM FIXED PRICE AND INCLUDE ALL COSTS FOR PARTS, LABOR, SERVICES, FREIGHT, SHIPPING, HANDLING, TRAVEL, TAXES, ETC.***

If the required number of quotes cannot be provided, document the justification here: