

Quotation for Simplified Acquisitions
(\$2,500-\$100,000)

U.S. Department of Labor
Acquisition Management Services



1. Effective Date	2. Order Number	3. Quotes	Oral <input type="checkbox"/>	Written <input type="checkbox"/>
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4. Vendor Solicited

	Telephone Number	Date of Quote	Delivery Offer	FOB Point
Vendor 1. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:				
Vendor 2. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:				
Vendor 3. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:				

Quantity	Description of Product or Service	Vendor 1.		Vendor 2.		Vendor 3.	
		Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
		Total Amount		Total Amount		Total Amount	

5. Basis for Price Reasonableness

Low Cost or Best Value Based on (Specify)

6. Other Factors Affecting Source (FSS, Etc.)

(Specify)