

REQUEST FOR QUOTATION

Sealed quotes will be received at

_____ (Office) located at
_____ (Address)
on _____ (Day)
_____ (Date).

_____ (Project Number)
_____ (Project Title)
_____ (Using Agency)
_____ (Location)

at which time they will be publicly opened and read. Contract Documents may be obtained from:

Phone: () _____

A deposit of \$_____ is required. Bid/Quote preparation will be in accordance with *Instructions to Bidders* bound in the Project Manual. The Owner reserves the right to waive irregularities and to reject any or all bids. **NOTE: Telephones and desks may not be available for bidders use at the bid site.**

By: _____

Note: Whenever the term "Bid / Bidder" is used in the bid documents and/or contract documents – it shall also refer to "Quote / Quoter", when applicable.