



# Competitive Bid Form

All purchases of goods or services of \$25,000 or more, require three (3) competitive quotes OR a selected/sole-source justification to support price and chosen vendor prior to purchase.

Please complete the information required below, save the document to your hard drive, then attach the document to your shopping cart/requisition in Rice Marketplace as an INTERNAL ATTACHMENT prior to submitting it for approval.

## **Bid Information**

Department/Unit:

Vendor Selected:

Price/Cost (Total):

Justification:

By submitting this document you are certifying as true that you have obtained at least three (3) quotes from vendors who provide the goods or services required for this purchase. Additionally, you have made this selection on the basis of price, reliability, delivery schedule and/or other factors. If the vendor is not the lowest price, give a brief explanation as to why the selected vendor represents a greater value than the vendor presenting the lowest price.

Submitted By:

Telephone:

Date Bids Collected:

Was there a document issued by Department/Unit soliciting bids?

Yes\*

No

\* If Yes, attach the document.

Vendors Contacted and Pricing:

It is always helpful to document all bids as part of the competitive process. Please attach the bids received from all vendors who responded to the INTERNAL ATTACHMENTS of the Shopping Cart/Requisition in Rice Marketplace.

Are all competitors' bids included?

Yes

No\*

\*If competitive bids are not included, why?

Any other information to support the selection of this vendor: