Standard Operating Procedure: Supplier Quote Solicitation

Approval Authority: Director, Procurement Services

Effective Date: August 24, 2009

Application

This SOP is subject to the University Policy on the Procurement of Goods and Services.

Definitions

  Quote Solicitation: a method used by internal community members to obtain pricing for acquisitions of goods and/or services under $50,000.

Process

The end user determines the specifications, product, quantity, etc., and uses a Supplier Quote Solicitation to obtain pricing information from selected suppliers. Quotes must be obtained from at least three (3) different suppliers, must be solicited using the same method, and by providing each supplier with the exact same information.

Internal community members will complete the required fields in the Supplier Quote Solicitation and send one form to each supplier. Suppliers complete the Supplier Quote Solicitation (with any additional documentation) and return it to the end user who, in turn, determines whether to accept one of the quotes and place an order with the selected supplier (typically the one that offers the lowest price).

End users are not obligated to make a purchase resulting from a quote solicitation.

If making a purchase, the end user attaches all supplier responses, and the Supplier Quote Solicitation to the Purchasing Requisition, and submits the entire package to Procurement Services for Purchase Order issuance. A commitment is not to be made to the supplier until the Purchase Order is issued.

Procurement Services will typically fax a Purchase Order within five (5) business days unless more information is required from the end user.

For information on how to complete a Purchasing Requisition, please refer to the On-Line Tutorials section found on the Procurement Services web site.

1 If the vendor providing the lowest price is not selected, the end user must provide a rationale (e.g. could not meet the specified delivery date).