



Quotation



Company Name:	Job Number:
Date:	Address:
Fax:	Quoted by:
Tel:	Website:
Email Address:	

Item#	Description	Quantity	Unit Price	Total

Vendor Guide

Preparing and Submitting Quotes to Procurement and Contracts

California State University, San Bernardino
Procurement and Contracts Department
5500 University Parkway, Sierra Hall 125
San Bernardino, CA 92407
Phone: 909-537-5142 | Website: <https://www.csusb.edu/procurement>

Quote Guide for Vendors/Suppliers

What is a Quote and When is it Used?

The business quote is an essential legal document presented to CSUSB by the vendor/supplier before items/services are rendered to serve as an estimate of the proposed service or commodities. The quote indicates to CSUSB, the quantities and descriptions of the items/services, how much will be due, and any taxes and fees included.

Essentially, a quote ensures that the university receives proper notification of the intent of the vendor to provide services/items. A formal quote is required before engaging in business with the university.

How to Prepare a Quote

Basically a quote is divided into 3 main parts: The Header, Body and Footer.

Quote Header (Top Part)

- Your letterhead: Your logo, business name, address, telephone, email and web address
- The words "Quote" clearly written towards the top of the page .
- A quote number. This is a running serial number that you maintain. You should only have one number per quote issued. Hence, no two quotes should have the same number.
- The date the quote was created/issued.
- Your payment terms (Note: Our standard payment terms are NET 45 days after goods are delivered or services are rendered).
- The name of the entity who requested the order, such as California State University San Bernardino or the University Enterprises Corporation, etc. It should include our complete "bill to" street address.

Quote Body (Middle Part)

- A brief description of the goods/services you will supply, quantity, unit of measure, price per unit and total amount for individual items/services.
- Part numbers, stock numbers, etc. should be provided for merchandise.
- In the case of services, a brief scope of work and amount for individual services, hours worked, rate per hour, etc.

Quote Footer (Bottom Part)

- Total amount of all individual items.
- Shipping or freight charge, if applicable. (Note that a copy of your freight bill will be required for all freight charges of \$50.00 or more).
- If applicable, the tax amount and total after tax .
- Payment instructions. Tell us how to make out your payment and where to mail a check.
- Comments you may have, such as delivery instructions, goods return policy, etc.

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Delivery of Quote

The quote should be sent in writing, to the individual who requested the items/services before the delivery of the goods or commencement of services, so that the quote may be attached to the requisition by the requesting department.

Providing Goods and Services to CSUSB

Please refrain from providing goods or services to CSUSB until you are in receipt of a properly signed and executed purchase order from the CSUSB Procurement Department. If goods or services are provided before a purchase order has been issued, this may cause payment issues or delays. Please note that while departments may be the first point of contact and may request a quote, the CSUSB Procurement Department is solely responsible for the acceptance of the quote.

Please await confirmation from CSUSB Procurement and obtain a valid Purchase Order number before proceeding with any transactions with the university.

Questions?

If there are any questions regarding the quote/purchasing process, please reach out to the CSUSB Procurement Office.

By Phone:

Hours of Operation (Pacific Time)

- Monday through Friday, 8:00 AM to 5:00 PM (Regular Hours)
- Monday through Thursday, 7:00 AM to 5:00 PM (Summer Hours—June through August)
- Phone: 909-537-5142

By Email:

- Procurement@csusb.edu

CSUSB Procurement Website:

<https://www.csusb.edu/procurement>

