

**CITY OF NEW ORLEANS  
DEPARTMENT OF FINANCE  
PURCHASING BUREAU**

REQUISITION NUMBER \_\_\_\_\_

**INFORMAL BID QUOTE FORM**

DEPARTMENTS MUST ATTACH WRITTEN CONFIRMATION OF THE ACCEPTED OFFER (VIA FAX, EMAIL OR MAIL) AND REASONS FOR NOT ACCEPTING THE LOWEST QUOTE

Date of Quote(s):	Department Name:	Organization Code:
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Description of Needed Goods:
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Delivery Time, Performance, Warranty & Other Requirements:
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How Solicited? (Check One)  <input type="checkbox"/> Phone  <input type="checkbox"/> Fax  <input type="checkbox"/> Online	ADDITIONAL INFORMATION:   *JUSTIFICATION IF LOWEST PRICE NOT SELECTED:
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**Quotes Received:**

QUOTE NO.	BUSINESS NAME	NAME OF PERSON PROVIDING QUOTE	COMPLETED ADDRESS, PHONE NUMBER FAX NO. & EMAIL ADDRESS IF USED	FEDERAL TAX ID NO. FOR SELECTED QUOTE	\$ DOLLAR QUOTE
1					
2					
3					
4					

Add additional sheet if needed for quotes.

PRINTED NAME OF CONTACT PERSON	CONTACT PHONE NUMBER	SIGNATURE OF DEPARTMENT HEAD	DATE SIGNED
*City organizations will select the vendor quoting the lowest price for the specified materials, supplies, equipment lease. Organizations will enter a requisition in the financial purchasing system to encumber funds in advance and complete the purchase by approved purchase order for the quoted price. For good cause and with Bureau of Purchasing approval, City Organizations may reject lowest quotes, but in such cases will provide a written justification above.			