



INFORMAL BID TABULATION
 OFFICE OF MANAGEMENT AND BUDGET
 CENTRAL SERVICES - STATE PROCUREMENT OFFICE
 SFN 61245 (07-2017)

Agency Name		Procurement Officer		Required Delivery Date	
Ship To Address (F.O.B. Destination, Prepaid)			City		State ZIP Code
Item	Quantity	Specifications			

BIDDER 1

Company			Contact		*State
Telephone Number		Email Address		Quote Date	Delivery Date
Item	Quantity	Item Bid (make, model, part number, etc.)	Unit Price	Total Price of Item	
Total Bid					

BIDDER 2

Company			Contact		*State
Telephone Number		Email Address		Quote Date	Delivery Date
Item	Quantity	Item Bid (make, model, part number, etc.)	Unit Price	Total Price of Item	
Total Bid					

BIDDER 3

Company			Contact		*State
Telephone Number		Email Address		Quote Date	Delivery Date
Item	Quantity	Item Bid (make, model, part number, etc.)	Unit Price	Total Price of Item	
Total Bid					

* Remember to factor Reciprocal Preference into the price if receiving quotes from out-of-state bidders.