

### SUMMARY OF TELEPHONE QUOTATIONS

<b>INSTRUCTIONS:</b> Where telephone quotations are authorized by the State Purchase Bureau in lieu of sealed bids, using agencies shall use this form to obtain and record quotations from at least three (3) vendors prior to issuing a purchase order. After quotations have been recorded, this form must be signed and attached to the agency copy of the PB-2 purchase order for the permanent file.			VENDOR INFORMATION											
			Name of Vendor	Street Address of Vendor	City, State, Zip of Vendor	Federal ID #	Name of Vendor	Street Address of Vendor	City, State, Zip of Vendor	Federal ID #	Name of Vendor	Street Address of Vendor	City, State, Zip of Vendor	Federal ID #
ACCOUNT NUMBER		FISCAL YEAR												
DATE OF QUOTATION		QUOTATION NUMBER												
DESCRIPTION OF ITEM(S)	QUANTITY	ORDERING UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE		
				\$ -		\$ -		\$ -		\$ -		\$ -		
				-		-		-		-		-		
				-		-		-		-		-		
				-		-		-		-		-		
				-		-		-		-		-		
				-		-		-		-		-		
				-		-		-		-		-		
<b>REMARKS:</b>	<b>VENDOR'S TOTAL PRICE</b>			\$ -		\$ -		\$ -		\$ -		\$ -		
	<b>BILLING TERMS</b>													
	<b>DELIVERY DATE</b>													
<b>COMMENTS</b>														
I certify that competition has been solicited and quotations obtained in accordance with current State Purchase Bureau regulations governing agency direct purchases.			TITLE						DATE					
									6/6/2003					

In compliance with (A) P.L. 1983, Chapter 482 Small Business Set-Aside Contracts; (B) Governor Executive Order #46 regarding bid quotations from among Small Businesses, Minority-Owned Businesses, and Women-Owned Businesses; using agencies shall record requested information.

INSTRUCTIONS: Provide information as requested for Item 1. Mark the appropriate block(s) for Items 2 and 3

	<u>VENDOR #1</u>	<u>VENDOR #2</u>	<u>VENDOR #3</u>	<u>VENDOR #4</u>
1. Vendor telephone number and representative's name giving price quotation	Telephone # Contact name	Telephone # Contact name	Telephone # Contact name	Telephone # Contact name
2. Is firm registered as a small business with N.J. Department of Commerce and Economic Development?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>
3. Is firm registered as a woman-owned (W-O) or minority-owned (M-O) business with N.J. Department of Commerce and Economic Development?	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>

4. I have reviewed and hereby approve this PB Form 119 for processing

ACCOUNT MANAGER \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name) (Date)

## **Instructions for filling out this form:**

1. Click on the Front tab near the lower left corner of the screen to fill in the front of the form, click on the Back tab next to it to fill in the back of the form.
2. Type the appropriate information in the spaces provided for the front and back of this form. Pressing the Tab key will take you to the next cell to fill-in (just Tab over those you do not need); holding down the Shift key while pressing the Tab key will take you to the previous cell. If you make a mistake, just go back and type it again.
3. Click on the boxes next to Yes, No, Not qualified, etc., on the Back of the form to check (click again to uncheck if necessary).
4. When you have completed the Front of the form, click on the printer icon on the toolbar or use File, Print... to print it.
5. When you have completed the Back of the form, click on the printer icon on the toolbar or use File, Print... to print it.
6. If you would like to save your filled-in form, use File, Save As... or click on the Save tool and name it whatever you want to.
7. Proceed as you normally would with a PB 119 form.
8. This form can also be found on the DMAVA Server at Network Neighborhood under DHQFL2\Forms\Other Forms.