

## 2953.102 Quotation for Simplified Acquisitions DL 1-2078.

The following form must be used to document all simplified acquisitions above the micro-purchase threshold and below the simplified acquisition threshold. This form may also be used to document commercial acquisitions on a fixed price basis up to \$5 million.

1. Effective Date		2. Order Number		3. Quotes		Oral <input type="checkbox"/>		Written <input type="checkbox"/>	
<b>4. Vendor Solicited</b>									
		Telephone Number		Date of Quote		Delivery Offer		FOB Point	
Vendor 1. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:									
Vendor 2. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:									
Vendor 3. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:									
Quantity	Description of Product or Service	Vendor 1. Unit Price      Total Amount		Vendor 2. Unit Price      Total Amount		Vendor 3. Unit Price      Total Amount			
		Total Amount		Total Amount		Total Amount			
<b>5. Basis for Price Reasonableness</b>									
Low Cost or Best Value Based on (Specify)									
<b>6. Other Factors Affecting Source (FSS, Etc.)</b>									
(Specify)									

DL 1-2078  
(10/03)

**Parent topic:** [Subpart 2953.1 - General](#)