



**INFORMAL BID - TELEPHONE QUOTE**  
 OFFICE OF MANAGEMENT AND BUDGET  
 CENTRAL SERVICES - STATE PROCUREMENT OFFICE  
 SFN 2706 (07-2017)

Agency Name		Procurement Officer		Required Delivery Date	
Ship To Address (F.O.B.)			City	State	ZIP Code

Item Number	Quantity	Item	Specifications

**BIDDER 1**

**BIDDER 2**

**BIDDER 3**

BIDDER 1			BIDDER 2			BIDDER 3		
Company			Company			Company		
Contact		State	Contact		State	Contact		State
Telephone Number	Email Address		Telephone Number	Email Address		Telephone Number	Email Address	
Quote Date	Delivery Date		Quote Date	Delivery Date		Quote Date	Delivery Date	
Product Quoted	Unit Price	Total Price	Product Quoted	Unit Price	Total Price	Product Quoted	Unit Price	Total Price
TOTAL PRICE			TOTAL PRICE			TOTAL PRICE		
Reciprocal Preference			Reciprocal Preference			Reciprocal Preference		
Purchase Order/P-Card			Purchase Order/P-Card			Purchase Order/P-Card		