



**CITY OF LONG BEACH**  
**PURCHASING DIVISION**  
<http://clbnet/purchasing/guidelines.asp>  
**(562) 570-6200**

# INFORMAL BID QUOTE FORM

**FORM USED FOR PURCHASES UP TO \$25,000**

**PURCHASE ORDER NUMBER:** \_\_\_\_\_  
**DEPT. CONTACT PERSON:** \_\_\_\_\_  
**CONTACT NUMBER:** \_\_\_\_\_

Department should select the vendor quoting the lowest price for the specified materials, supplies, equipment, or service. Department will enter a purchase order in the financial purchasing system to encumber funds in advance and complete the purchase by approved purchase order for the quoted price prior to placing order. If not selecting the lowest quote or cannot obtain a quotes, Department shall explain in EXCEPTION section.

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

<b>Date of Quote(s):</b>	<b>Department Name:</b>	<b>Index Code:</b>
Description of Goods/Services:		
Delivery Time, Performance, Warranty & Other Requirements:		
Additional Information:		

**QUOTES RECEIVED**

Method	BUSINESS NAME	NAME OF PERSON PROVIDING QUOTE	BUSINESS ADDRESS, PHONE, FAX, OR EMAIL	AMOUNT QUOTED	TAX ID NO. FOR SELECTED QUOTE

\_\_\_\_\_  
**SIGNATURE OF REQUESTOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF BUREAU MANAGER**

\_\_\_\_\_  
**DATE**

**EXCEPTION**

Provide justification if any of the following is applicable: a) 3 quotes cannot be obtained b) lowest quote not selected c) sole/single provider d) other –purchase not made using informal bid process (Signature of Department Director required):

\_\_\_\_\_  
**SIGNATURE OF DEPARTMENT DIRECTOR**

\_\_\_\_\_  
**DATE**