



Municipal Technical Advisory Service  
INSTITUTE *for* PUBLIC SERVICE

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November 11, 2019

## Request For Bid Form (Sample)

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
865-974-0411 phone  
865-974-0423 fax  
[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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Reference Number: MTAS-1730

## REQUEST FOR BID SAMPLE FORM

The request for bid form shall be used when the purchasing agent decides it is necessary. The bid number (#) shall be the number assigned to the firm or individual to which the request for bid is forwarded.

CITY OF \_\_\_\_\_, TENNESSEE

Request for Bid

**IMPORTANT: THIS IS NOT AN ORDER**

Sealed bids will be received until \_\_\_\_\_ a.m./p.m. (date), 20\_\_\_\_\_, in the office of the purchasing agent and will be opened the same day at \_\_\_\_\_ a.m./p.m.

Bid # \_\_\_\_\_  
Date: \_\_\_\_\_  
Purchasing Agent: \_\_\_\_\_  
Terms: \_\_\_\_\_  
Delivery: \_\_\_\_\_

**NO BIDS RECEIVED AFTER CLOSING WILL BE ACCEPTED.**

Quotations are requested for furnishing the items described below in accordance with the terms set forth herein. Failure of a bidder to execute a purchase order or contract awarded as a result of this bid or to comply with any terms or conditions therein may disqualify the bidder from receiving future orders. Bidders are cautioned to verify their bids before submission. No bid may be withdrawn or changed after it has been opened. If you do not quote, return this sheet and explain the reason. Otherwise your name may be removed from our mailing list.

ALL QUOTATIONS MUST BE FREE ON BOARD (F.O.B.) \_\_\_\_\_, TENNESSEE.

ITEM NUMBER	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

Above items to be delivered to:

In submitting the above, the vendor agrees that acceptance of any or all quotations by the purchasing office within a reasonable period constitutes a contract.  
Name of Firm: \_\_\_\_\_  
By: \_\_\_\_\_  
Phone: \_\_\_\_\_

Bids must be sealed and returned in envelope provided.

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

**Source URL (retrieved on 11/11/2019 - 2:24pm):** <https://www.mtas.tennessee.edu/reference/request-bid-form-sample>



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