GOVERNMENT OF PUERTO RICO
Department of Housing

REQUEST FOR QUOTATIONS FORM
Conference Hardware Acquisition
Community Development Block Grant – Disaster Recovery
Puerto Rico Department of Housing

Name of Supplier:

General Information:

- *The Puerto Rico Department of Housing (PRDOH) has identified the need of goods and/or services for CDBG-DR activities for which the Micro Purchase (Purchases not exceeding the $10,000 threshold) or Small Purchase (purchases not exceeding the $250,000 threshold) procurement methods will be used.*
- *This Request for Quotation Form provides information to Suppliers on the submittal of a Quote for the goods and/or services identified herein.*

Scope of Work:
The PRDOH is requesting quotes for the goods and/or services described in the Scope of Work attached hereto.

Contracting:
Contracting for the Scope of Work will be done through:

☒ **Purchase Order** ☐ **Written Agreement (Draft Attached)**

Instructions for Submission of Quotes:
Quotes must be submitted:

To: Puerto Rico Department of Housing
Attn.: William G. Ríos Maldonado, Esq.
At: irrodriguez@vivienda.pr.gov
cdbgdr-procurement@vivienda.pr.gov

On or Before: May 25, 2020 at 5:00PM

Quotes must include the following documents at the time of submission:

☒ **Scope of Services** (duly signed and dated)
☒ **Cost Form** (duly completed, signed and dated)
☒ **Terms & Conditions** (A, B, C & D, Initialized)
☒ **Non-Conflict of Interest Certification** (duly completed, signed and dated)
☒ **Supplier Profile Sheet** (duly completed, signed and dated)
☐ **Other** (Specify) _____

Additional documentation included with this request for quotations form:

☒ **Insurance Requirements** (OSPA)
☐ **Model Contract**

Inquiries and Requests for Clarifications:
Inquiries and requests for clarifications regarding this purchase process must be sent to irrodriguez@vivienda.pr.gov / cdbgdr-procurement@vivienda.pr.gov on or before April 29, 2020.

Responses to all Suppliers questions will be issued on or before May 6, 2020.

Additional Instructions:

The PRDOH thanks you for your interest in providing goods and/or services for CDBG-DR activities.

_____ _____
(Authorized Representative Signature) *(Date)*

_____
(Authorized Representative Name)