



REQUEST FOR QUOTATIONS FORM
Micro Purchase
Outreach and Planning Software
Community Development Block Grant – Disaster Recovery
Foundation for Puerto Rico
2021-MP-13

General Information:

- The Foundation for Puerto Rico FPR entered into a Memorandum of Understanding (MOU) with the Puerto Rico Department of Housing (PRDOH) to assist in the implementation of Community Development Block Grant for Disaster Recovery (CDBG-DR) activities.
 - FPR has identified the need of goods and/or services for CDBG-DR activities under the MOU 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.
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Scope of Work:

FPR is requesting quotes for the goods and/or services described in the Scope of Work attached hereto. Suppliers will be required to comply with the entirety of the Scope of Work.

Contracting:

Contracting for the Scope of Work will be done through:

- Purchase Order** **Written Agreement (Draft Attached)**

Mandatory Clauses:

The goods and/or services will be subject to the Mandatory Clauses included as **Attachments A** and **B**. Mandatory Clauses are non-negotiable.

Instructions for Submission of Quotes:

Quotes must be submitted:

- To:** Foundation for Puerto Rico
Attn.: Kevin Pérez/Verónica Montalvo
At: Kevin.perez@foundationpr.org/veronica.montalvo@foundationpr.org

On or Before: 7/7/21

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

- Proposal from the Supplier** **Cost Form** (duly completed)
 Supplier Profile Sheet (duly completed) **Non-Conflict of Interest Certification** (duly completed)
 Scope of Work (duly signed) **Other** (Specify)
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Inquiries and Requests for Clarifications:

Any inquiries and requests for clarifications regarding this purchase process must be sent to Kevin.perez@foundationpr.org and veronica.montalvo@foundationpr.org.

Additional Instructions:

Foundation for Puerto Rico thanks you for your interest in providing goods and/or services for CDBG-DR activities.