Foundation for Puerto Rico

REQUEST FOR QUOTATIONS FORM
Small Purchase
Media Buying Services
Community Development Block Grant – Disaster Recovery
Foundation for Puerto Rico
2021-SP-14

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.*

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** **X Written Agreement (Draft Attached)**

Mandatory Clauses:
The goods and/or services will be subject to the Mandatory Clauses included as **Attachments A, B and C**. 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:

X **Proposal from the Supplier**
X **Cost Form** (duly completed)
X **Supplier Profile Sheet** (duly completed)
X **Non-Conflict of Interest Certification** (duly completed)
X **Scope of Work** (duly signed)
☐ **Other** (Specify)

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.