

REQUEST FOR QUOTATIONS FORM

Micro Purchase

Outreach, Planning & Grant Management Materials Community Development Block Grant – Disaster Recovery Foundation for Puerto Rico 2021-MP-18

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: 7/21/21

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)

Inquiries and Requests for Clarifications:

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