



**REQUEST FOR QUOTATIONS FORM**  
**Small Purchase**  
**Customer Relationship Management (CRM) Design and Configuration**  
**Community Development Block Grant – Disaster Recovery**  
**Foundation for Puerto Rico**  
**2022-SP-22**

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**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, B and C**. Mandatory Clauses are non-negotiable.

**Instructions for Submission of Quotes:**

Quotes must be submitted:

**To:** Foundation for Puerto Rico

**Attn.:** Verónica Montalvo

**At:** veronica.montalvo@foundationpr.org

**On or Before:** August 15, 2022

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

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|---|---|
| <input checked="checked" type="checkbox"/> <b>Proposal from the Supplier</b>              | <input checked="checked" type="checkbox"/> <b>Cost Form</b> (duly completed)                              |
| <input checked="checked" type="checkbox"/> <b>Supplier Profile Sheet</b> (duly completed) | <input checked="checked" type="checkbox"/> <b>Non-Conflict of Interest Certification</b> (duly completed) |
| <input checked="checked" type="checkbox"/> <b>Scope of Work</b> (duly signed)             | <input type="checkbox"/> <b>Other</b> (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](mailto:Kevin.perez@foundationpr.org) and [veronica.montalvo@foundationpr.org](mailto: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.