



# Request for Bids

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

14000 Hwy 82-W #7244  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

Phone No: (662) 254-3319 Fax (662) 254-3314

**Bid Title:**

**Date:**

Requester and Requesting Department:

**Bid No.**

Number of Pages

Change Order:

**Term – End of Month**

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

**Mississippi Valley State University** is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

**However,** the University reserves the rights to award any and all bids/proposals in the best interest of the University.

|                                      |
|--------------------------------------|
| Bid/Proposal opening {Date and Time} |
| Mississippi Valley State University  |
| By: Billy D. Scott Purchasing Agent  |

Email: [bscott@mvsu.edu](mailto:bscott@mvsu.edu)

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

| ITEM  | QUANTITY | DESCRIPTIONS | UNIT PRICE | TOTAL NET PRICE |
|---|----------|--------------|------------|-----------------|
| <i>Please show Bid/Proposals No. on outside of Envelope</i> |          |              |            |                 |

- If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.
- We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within \_\_\_\_\_ days from receipt of the order.**

|  |   |
|--|---|
| <p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p> | <p style="text-align: center;"><b>Company Quoting</b></p> <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p><b>Official Signature:</b></p> |
|--|---|