2953.102 Quotation for Simplified Acquisitions DL 1-2078.

The following form must be used to document all simplified acquisitions above the micro-purchase threshold and below the simplified acquisition threshold. This form may also be used to document commercial acquisitions on a fixed price basis up to $5 million.

Quotation for Simplified Acquisitions
($2,500-$100,000)

U.S. Department of Labor
Acquisition Management Services

1. Effective Date	2. Order Number	3. Quotes	Oral ☐	Written ☐

4. Vendor Solicited

	Telephone Number	Date of Quote	Delivery Offer	FOB Point
Vendor 1. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:				
Vendor 2. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:				
Vendor 3. Company Name: Point of Contact: City, State, Telephone: Business Type Person Contacted:				

Quantity	Description of Product or Service	Vendor 1. Unit Price	Vendor 1. Total Amount	Vendor 2. Unit Price	Vendor 2. Total Amount	Vendor 3. Unit Price	Vendor 3. Total Amount
		Total Amount		Total Amount		Total Amount	

5. Basis for Price Reasonableness

Low Cost or Best Value Based on (Specify)

6. Other Factors Affecting Source (FSS, Etc.)

(Specify)

DL 1-2078
(10/03)

Parent topic: Subpart 2953.1 - General