

2953.102

48 CFR Ch. 29 (10-1-10 Edition)

**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 <input type="checkbox"/>	Written <input type="checkbox"/>
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**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.		Vendor 2.		Vendor 3.	
		Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	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)