

Responding to Informal Quotes

An informal quote is a simple price quote – an electronic version of the phone quote. Vendors may respond by adding a price for the items listed and can upload documents in support of their quote.

Accessing Informal Quote requests

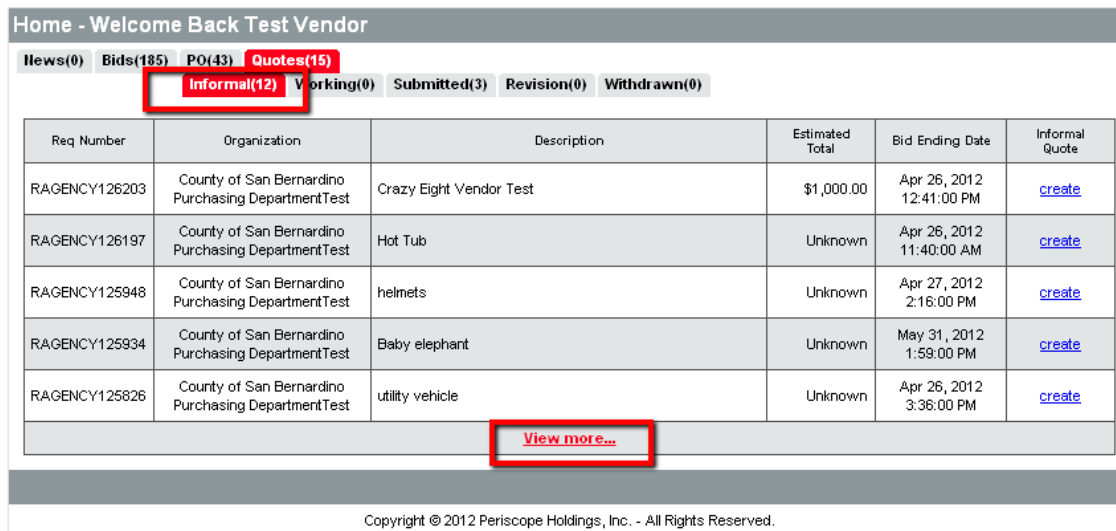
You may receive an email inviting you to provide an informal quote, or you may view the list of all available informal quote requests once you have logged into BuySpeed and clicked on your Seller role.

Click on the Quotes tab to access all the different sorts of quotes.



Under the Quotes tab, there are 5 sub-tabs. The left-most is the Informal tab. Next to it is a number in parentheses indicating how many informal quote requests are visible within that tab. The other tabs – Working, Submitted, Revision, and Withdrawn all refer to quotes in the formal solicitation process, and have no relation to informal quotes.

Choose the Informal quote tab, and a list of the most recent 5 available informal quotes will be displayed. If there are more than 5 available, then a link is provided to [View More](#).



The screenshot shows the 'Informal(12)' sub-tab selected. Below the sub-tabs, there is a table of informal quotes. The table has columns for Req Number, Organization, Description, Estimated Total, Bid Ending Date, and Informal Quote. A 'View more...' link is highlighted with a red box at the bottom of the table.

Req Number	Organization	Description	Estimated Total	Bid Ending Date	Informal Quote
RAGENCY126203	County of San Bernardino Purchasing DepartmentTest	Crazy Eight Vendor Test	\$1,000.00	Apr 26, 2012 12:41:00 PM	create
RAGENCY126197	County of San Bernardino Purchasing DepartmentTest	Hot Tub	Unknown	Apr 26, 2012 11:40:00 AM	create
RAGENCY125948	County of San Bernardino Purchasing DepartmentTest	helmets	Unknown	Apr 27, 2012 2:16:00 PM	create
RAGENCY125934	County of San Bernardino Purchasing DepartmentTest	Baby elephant	Unknown	May 31, 2012 1:59:00 PM	create
RAGENCY125826	County of San Bernardino Purchasing DepartmentTest	utility vehicle	Unknown	Apr 26, 2012 3:36:00 PM	create

[View more...](#)

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The Bid Ending Date shown is the deadline to submit an informal quote for a given requisition. After the Bid Ending Date and Time, the informal quote will no longer display and you will not be able to submit a quote. Time is the server time shown at the top of the screen just under the Seller and Seller Administrator tabs.

Responding to Informal Quotes

Creating the Informal Quote

To create an informal quote response to one of the Requisitions listed click the copper-colored [Create](#) link in the Informal quote column.

You will see a brief description of the Requisition information, including a field that indicates whether the agency desires to use a P-card to pay for the purchase, along with any attachments the requestor has added to further document the purchase. Download the attachments by clicking on each link and review them for information that may assist you in creating your quote.

Informal Quote - Requisition

Header Information

Requisition Number	RAGENCY1327813	Description	Test2 Informal Bid
P-Card Desired	Yes		
Buyer	Administrator System Phone: (888)472-9102 test@periscopeholdings.com		
Ship To	Administration 777 E. Rialto Ave San Bernardino, CA 92415	Bill To	Administration 777 E. Rialto Ave San Bernardino, CA 92415

Requisition Attachments

[Non-Competitive Board Agenda Item Checklist.pdf](#), [Local Preference Policy Form.docx](#), [Contract for Services Approved by BOS - 2012-13 Fixed Asset Request](#), [Important Notice to Vendors and Contractors 2013.docx](#)

Sort by Column: Print Sequence Sort Descending Go

Req Item Info	Quantity	Unit Cost	UOM	Tax Rate	Freight	Extended Amount	Quote Total	No Bid
Item # : 1 Print Sequence: 1.0 (946 - 20) Any Items Quantity(UOM) : 0.00(EA)	0.0	10.00	EA - Each		0.00	\$0.00	\$0.00	<input type="checkbox"/>
						\$0.00	\$0.00	

Please save your changes before sorting. Otherwise, your changes will be lost.

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Next to each item on the requisition is a place for you to input your unit cost. At the far right there is an option for you to designate **No Bid** for a particular item if you wish to respond, but not bid for that particular item.

You may elect to upload attachments in support of your quote. To do this, select **Manage Attachments** at the bottom of the screen.

Click **Add Attachment**.

ePro TEST

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About July 8, 2013 6:18:56 AM PDT

Home PDs Bids Contracts Quotes PHI Support

Informal Quote for Open Market Requisition RAGENCY1327813

Marking an item CONFIDENTIAL will indicate your request that the document be seen only by relevant personnel and not displayed publicly. However, records may be subject to disclosure under the California Public Records Act (PRA). Should such a request be made, records will be reviewed in coordination with County Counsel to make a determination regarding confidentiality and potential subsequent release.

Informal Quote Vendor Attachments

No Attachments

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Responding to Informal Quotes

Input the file **Name**, **Description** (if the file name does not adequately describe the document), and use the **Browse** button to navigate to the file you wish to upload. (Some acceptable file types are .doc, .docx, .xls, .xlsx, and .pdf.) You may elect to mark the file **Confidential**, but the agency may uncheck this if they determine that your document is subject to the rules governing public records.

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item **CONFIDENTIAL** will indicate your request that the document be seen only by relevant personnel and not displayed publicly. However, records may be subject to disclosure under the California Public Records Act (PRA). Should such a request be made, records will be reviewed in coordination with County Counsel to make a determination regarding confidentiality and potential subsequent release.

Name*: Informalquotesupport
 Description: Supporting document for my informal quote
 File*: C:\Users\Public\Pictures\Sample Pictures\Lighthouse.jpg **Browse...**
 Location: vendor\00003019/profile
 Confidential:

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Make your desired entries and click **Save & Exit** to return to the list of informal quotes, or **Save & Continue** to remain on this page and make additional changes, or **Exit** to leave this page without making any changes.

Once you have uploaded your attachment, you will see it displayed as a link:

Seller Seller Administrator

Code Browse | My Account | Customer Service | About July 8, 2013 6:19:57 AM PDT

me POs Bids Contracts Quotes PHI Support

Informal Quote for Open Market Requisition RAGENCY1327813

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Informal Quote Vendor Attachments

Name	Description	Confidential	Attached By	Attached Date	Delete
Informalquotesupport	Supporting document for my informal quote	<input type="checkbox"/>	VICTORTEST	Jul 8, 2013	<input type="checkbox"/>

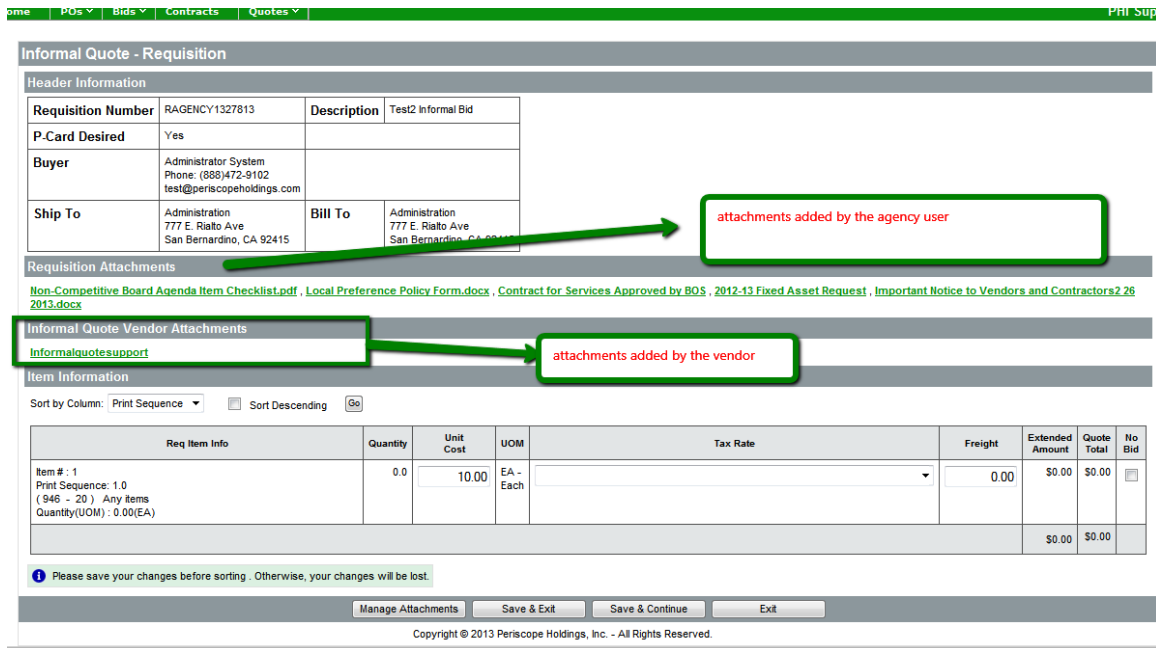
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At this point you may:

- mark/unmark it confidential;
- delete it;
- add another attachment;
- or **Save and Exit** to return to the Informal Quote screen.

Responding to Informal Quotes

The Informal Quote screen now displays two areas for attachments – one for attachments put on the requisition by the agency user, and one for attachments added by the vendors.



Informal Quote - Requisition

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Requisition Attachments

[Non-Competitive Board Agenda Item Checklist.pdf](#), [Local Preference Policy Form.docx](#), [Contract for Services Approved by BOS](#), [2012-13 Fixed Asset Request](#), [Important Notice to Vendors and Contractors 2 26 2013.docx](#)

Informal Quote Vendor Attachments

Item Information

Sort by Column: Print Sequence Sort Descending Go

Req Item Info	Quantity	Unit Cost	UOM	Tax Rate	Freight	Extended Amount	Quote Total	No Bid
Item #: 1 Print Sequence: 1.0 (946 - 20) Any Items Quantity(UOM): 0.00(EA)	0.0	10.00	EA - Each		0.00	\$0.00	\$0.00	<input type="checkbox"/>
						\$0.00	\$0.00	

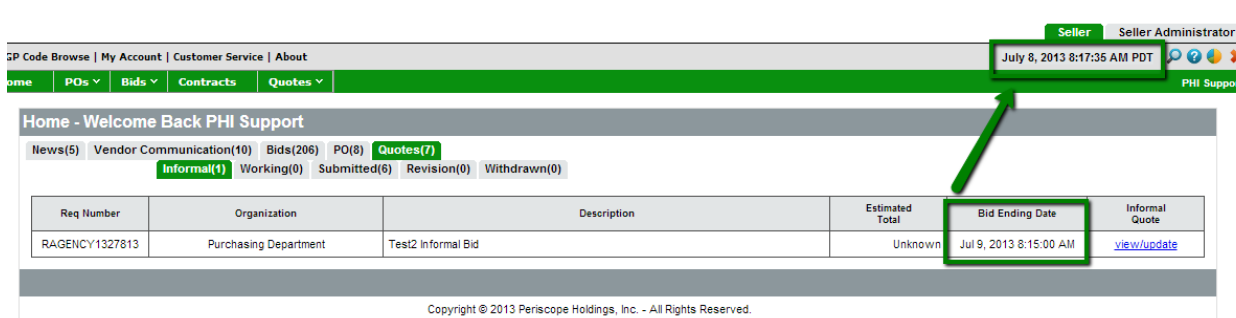
Please save your changes before sorting. Otherwise, your changes will be lost.

Manage Attachments Save & Exit Save & Continue Exit

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Once you click either **Save and Continue** or **Save and Exit**, your price quote will be communicated to the purchaser on the requisition and your Informal quote has been submitted.

At your home screen, the Informal Quote Request will change to say [view/update](#) to reflect that you have submitted a quote. This will continue to be available until the bid ending date has passed, or until the agency user has accepted your quote and submitted the requisition for approval, at which point you can no longer amend your quote.



Home - Welcome Back PHI Support

News(5) Vendor Communication(10) Bids(206) PD(8) Quotes(7)

Informal(1) Working(0) Submitted(6) Revision(0) Withdrawn(0)

Req Number	Organization	Description	Estimated Total	Bid Ending Date	Informal Quote
RAGENCY1327813	Purchasing Department	Test2 Informal Bid	Unknown	Jul 9, 2013 8:15:00 AM	view/update

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NOTE: If you want a printed copy of your informal quote, before the bid ending date, use your browser **File > Print** to create a hard copy.