



Verbal Bid Quotation Summary (WV-49)

Governance: W. Va. Code § 5A-3-11(a)-(c) requires public procurements to be based on competitive bids where possible. This form is used to track verbal bids, including but not limited to the vendor name, date/time of call, item description or service, price quoted, etc.

Agency Name: _____

Date: _____

Requisition Number: _____

Commodity/Service Description: _____

Delivery Requirements:			Quotes Received By:					
Vendor:			1.	2.	3.			
Telephone No.								
Person Providing Verbal Bid:								
Shipping Date:								
Terms:								
Date of Bid Response:								
Item	Quantity	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
TOTAL:								

Reason for Award (No Bids Reason): _____

wvOASIS Vendor/Customer #: _____

Purchase Authorized by: _____

Title: _____