



Request for Quote # 907 Office Supplies

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase **Office Supplies**. In order to select a vendor to deliver the above-referenced services, The Coalition requests a quote for services based on the specifications listed below. The quote for services will include the following information: company name and address with year incorporated, if applicable; total amount for services; and the quote should be signed and dated by an authorized representative of the vendor. Upon receipt of all quotes, the Coalition will review and make a decision based on the best value offered. Most importantly, the selected vendor will be required to enter into an agreement with the Coalition so to guarantee the specifications listed, as well as to ensure adherence to all applicable state and/or federal laws.

The Coalition would like to thank you in advance for your time and attention to this matter. Should you have any questions and/or comments, please submit them no later than **Wednesday, March 18, 2009**, via the contact information listed below.

Description of Services:

The Coalition is to select a vendor with on-line ordering capabilities and on-line account management.

Includes, but are not limited to, the following office supplies:
Printer paper, ink, labels, folders, pens, binders, office and computer equipment.

Provide a brief description of the following:

- ❖ Account Representation
- ❖ Ordering and Payments Options
- ❖ Delivery Terms and Conditions
- ❖ Returns Policy/Credits
- ❖ Monthly Invoicing
- ❖ Penalties/Hidden Fees
- ❖ Discounts/Rebates

Please submit your quote no later than **Friday, March 27, 2009** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

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