



Request for Quote # 803 Communication Materials

The Early Learning Coalition of Miami-Dade/Monroe ("the Coalition"), a Florida not-for-profit corporation, is seeking to purchase **Communication Materials**. 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 **Monday, April 21, 2008**, via the contact information listed below.

Description of Services: Communication Materials

1. Pens
2. Pencils
3. Crayons (8 packs)
4. Electrical Outlet Covers
5. Erasers
6. Stress Balls

All these items would have our ELC logo on them. The quantities of each to be determined as per vendor's minimum order.

(Please refer to attachment, ELC Logo).

Please submit your quote no later than **Friday, April 25, 2008** to Early Learning Coalition located at 2555 Ponce de Leon, Suite 500, Coral Gables, FL 33134.

Lissandra Curbelo
Contracts Administrator
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134
Email: lcurbelo@elcmdm.org
Phone: 305-646-7220 ext. 255