



Request for Quotation (RFQ)

BIDS WILL ONLY BE ACCEPTED BY EMAIL TO
BIDS@SFASU.EDU RELATED TO THE 2025 SPOT BID FAIR.
SUBJECT LINE MUST REFERENCE SOLICITATION

Company Name: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

Solicitation No.: **RFQ Chairs-25**

Due Date and Time: **May 16, 2025 at 3:00 P.M.**

TIN #: _____

Signature: _____

Email: _____

Instructions

- Any purchase resulting from this response shall be subject to the SFA's PO Terms and Conditions and are available online via the following link: <https://www.sfasu.edu/docs/procurement-business-services/purchase-order-general-terms-conditions.pdf>
- Unless otherwise stated, shipping is considered to be FOB Destination, Freight Pre-paid, and Allowed.
- Responses shall be submitted on this form, and must be signed.
- This is not an order until awarded/confirmed by SFA Procurement & Business Services**

Agency Name: Stephen F. Austin State University

Attention: Lacey Bradshaw, Lacey.Bradshaw@sfasu.edu (Agency Contact)

Physical Address: 2102 Alumni Drive, Austin Bldg., Room 131

City, State, Zip: Nacogdoches, Texas 75962

Item	Description	Class/Item 425-06 420-08	Qty	Unit of Measure	Unit Price	Extension
1	Torsion Air 4-Leg Nesting Chair (nesting TAN) w/ upholstered seat and mesh back and carpet casters, w/o arms Fabric – Brio Moonstone (29.108.106) Torsion Back Mesh – Gray (GRMH) Frame Color – Starlight Silver Metallic (SX)		19	EA		
2	LABOR – (Delivery / Assemble / Install)		1	EA		
3	Shipping, if any					
	Expected Delivery: _____ days from award date					
	Proposals must be submitted electronically and emailed to bids@sfasu.edu , please reference solicitation no. in subject line, prior to May 16, 2025 at 3:00 pm.					
					TOTAL:	\$