

Southern University Agricultural & Mechanical College

Purchasing Department

P. O. Box 9534

Baton Rouge, Louisiana 70813

(225) 771-4580

(225) 771-2026

REQUEST FOR BID/QUOTATION

Company Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

Bid/Quotation/Proposal Number: _____

Taxpayer Identification Number (TIN) _____

Bid/Quotation/Proposal Number: _____

Briefly describe type of supplies and/or services provided by company:

Signature Authority

ATTENTION: R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids/quotations to the State of Louisiana and Southern University. You must indicate which of the following apply to the signer of this bid.

Please circle one:

1. The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the secretary of state or a member of a partnership or partnership in as reflected in the most current partnership records on file with the secretary of state. **A copy of the annual report or partnership record must be submitted to this office before contract award.**
2. The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by the corporate resolution or certification as to corporate principal. **If this applies a copy of the resolution or certification must be attached hereto.**
3. The bidder has filed with the secretary of state an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. **A copy of the applicable document must be submitted to this office before contract award.**
4. The signer of the bid has been designated by the bidder as authorized to submit bids/quotations

