



**Virgin Islands Port Authority -Request for Quote
For Expenditures Less Than \$50,000**

Requester Information

Quote Requested By:		E-mail:	
Department Name:		Phone:	
Quote Date:		Quote Title:	
Quote Due Date: (Seven Days)		Special Notes:	

Price Schedule

Line Item	Description (See Additional Requirements Below)	Quantity	Unit Price	Delivery Lead Time
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				



Line Item	Description (See Additional Requirements Below)	Quantity	Unit Price	Delivery Lead Time
15				
16				
17				
18				
19				
20				

All bids are subject to the following instructions when checked:

- 1. Documentation of past experience supplying similar goods or services.
- 2. The attached Instructions, Specifications, Statement of Work, Drawings Terms or Conditions.
- 3. Business License

All Items must be delivered to the address checked below:

Virgin Islands Port Authority
 Purchasing Division Warehouse
 9921 Airport Road
 Kingshill, VI 00850

Virgin Islands Port Authority
 Purchasing Division Warehouse
 8220 Lindberg Bay
 St. Thomas, VI 00802