Quick Quote Process Guidelines

Non-eVA Users:

Submit a completed paper requisition to Procurement Services. Paper requisitions should include REQUEST FOR QUOTATION in the description section. The description must include a detailed description of the goods/services, associated quantities, delivery, performance time lines, on-premise requirements, i.e., installation, on-going maintenance and/or warranty services, and the suggested manufacturer and model/product number that will be used as a ‘quality indicator’ during the Request for Quotation process. Attach any quotes previously attained from vendors if applicable (not required).

eVA Users:

1. Submit an electronic purchase requisition (PR) in eVA
2. Select the checkbox for Quick Quote Requested
3. The same information listed above must be included in the description.