



REQUEST FOR QUOTATIONS FORM
Developers and Data Collection Services
Community Development Block Grant – Disaster Recovery
Puerto Rico Community Foundation (PRCF)

Name of Supplier:

General Information:

- The Puerto Rico Community Foundation (PRCF) entered a Subrecipient Agreement (SRA) with the Puerto Rico Department of Housing (PRDOH) to assist in the implementation of Community Development Block Grant for Disaster Recovery (CDBG-DR) activities.
 - The PRCF has identified the need of goods and/or services for CDBG-DR activities under the SRA for which the Micro Purchase (Purchases not exceeding the \$10,000 threshold) or Small Purchase (purchases not exceeding the \$250,000 threshold) procurement methods will be used.
 - This Request for Quotation Form provides information to Suppliers on the submittal of a quote for the goods and/or services identified herein.
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Scope of Work:

The PRCF is requesting quotes for the goods and/or services described in the Scope of Work attached hereto. Suppliers must comply with the entire Scope of Work.

Contracting:

Contracting for the Scope of Work will be done through:

Purchase Order

Written Agreement

Instructions for Submission of Quotes:

Quotes must be submitted:

To: Puerto Rico Community Foundation

Attn.: Alma Díaz, CDBG-DR Programs Manager

At: adiaz@fcpr.org and lprincipe@fcpr.org

On or Before: January 19, 2024

Quotes must include, at minimum, the following documents at the time of submission:

- 1. **Scope of Services** (duly signed and dated)
- 2. **Supplier Profile Sheet**

Inquiries and Requests for Clarifications:

Any inquiries and requests for clarifications regarding this purchase process must be sent to adiaz@fcpr.org

The PRCF appreciates your interest in providing goods and/or services for CDBG-DR activities.