



North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

April 1, 2019

MEMORANDUM

TO: All Purchasing Officers
State Agencies, Institutions, Community Colleges and Universities

FROM: Odessa McGlown *Odessa McGlown*

SUBJECT: Informal Quote Request Form

The State's application for soliciting informal electronic pricing quotes, eQuote, has been officially retired. In its place, a new simplified form has been developed for requesting informal quotes from vendors.

The new editable PDF form can be sent to suppliers to receive pricing in cases where informal quotes are permitted on non-IT commodity-related purchases.

The [Informal Quote Request Form](#) can be accessed from the Purchase and Contract [Bid & Vendor Forms](#) page.

For more information, please visit the [Request for Quotes](#) page or contact the NC E-Procurement Help Desk, by phone at 888-211-7440 option 1 or by email at ephelpdesk@its.nc.gov.