

SECTION F – SAMPLES OF SUGGESTED FORMATS  
FORMS NOT PRESCRIBED BY STATE OF INDIANA



**SAMPLE  
SUGGESTED FORMAT**

**Register of Proposals**

Date: \_\_\_\_\_

Supplies: \_\_\_\_\_

**ATTACH A COPY OF THE REQUEST FOR PROPOSALS AND A LIST OF ALL PERSONS TO WHOM COPIES OF THE REQUEST FOR PROPOSALS WERE GIVEN**

**Please Type or Print Legibly**

Name of Offeror	Address	Amount of Offer

Sample

Source: IC 5-22-9-5

**Successful Proposal:**

**Name of Offeror:** \_\_\_\_\_

**Amount of Offer:** \_\_\_\_\_

**Basis for Award:** \_\_\_\_\_





**SAMPLE  
SUGGESTED FORMAT**

**Checklist for Invitation for Bids**

Type of Supply \_\_\_\_\_

Requesting Agency \_\_\_\_\_

\_\_\_\_\_ Purchase Description

\_\_\_\_\_ Evaluation Criteria to Be Used (Circle Selections)

- Inspection
- Testing
- Quality
- Workmanship
- Delivery
- Requirements Imposed on Trusts

\_\_\_\_\_ Applicable Contract Terms and Conditions

\_\_\_\_\_ Time and Place for Opening Bid

\_\_\_\_\_ Evidence of Financial Responsibility Required? (Circle Selection)

- Certified Check
- Bid Bond
- Other \_\_\_\_\_ (specify)

\_\_\_\_\_ Performance Bond Required?

\_\_\_\_\_ Statement of Conditions Under Which Invitation May Be Canceled

\_\_\_\_\_ Statement of Conditions Under Which Bid May Be Rejected in Whole or in Part

\_\_\_\_\_ Notice of Invitation for Bids Published

First Date of Publication \_\_\_\_\_

Second Date of Publication \_\_\_\_\_

\_\_\_\_\_ Form of Non-Collusion Affidavit

Source: IC 5-22-7-2

Sample

**SAMPLE  
SUGGESTED FORMAT**

**NON-COLLUSION AFFIDAVIT**

STATE OF INDIANA        )  
                                  )  
\_\_\_\_\_ COUNTY        )

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

\_\_\_\_\_ )  
*Sample* Offeror (Firm)  
\_\_\_\_\_  
Signature of Offeror or Agent

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 1998.

My Commission Expired: \_\_\_\_\_  
Notary Public

County of Residence \_\_\_\_\_

Source: IC 5-22-16-6