

## Exhibit 4 – Supplier Questionnaire & Certification

**REQUIRED** with Supplier response.

**Instructions:** All submitted bids must include Exhibit 4 – Supplier Questionnaire & Certification.

discretion. Suppliers encouraged to be as complete, but as economical as possible in their responses. For questions requiring YES/NO, please initial appropriate response. All offered sales/marketing or written narrative materials must be provided in .pdf or .docx format. Ensure you complete

1. Supplier has completed Exhibit 3 (Excel doc) – Pricing per instructions of Exhibit 2 therein and certifies that all offerings and pricings are true and correct according to market conditions at time of submission of bid. Pricing reflects market MSRP with discounts as proposed. Market MRSP defined as reasonable and regular market prices for goods and services as proposed at time of quote. Supplier commits that quoted prices shall be the most economical, reasonable, and the lowest cost as offered to any like customer to the State of Oklahoma.

YES \_\_\_\_\_

NO \_\_\_\_\_

2. Supplier warrants that should it be selected, it will commit a sales team or designated representative who is trained, engaged, and responsive to State of Oklahoma customers seeking quotes for goods and services listed therein within Exhibit 3 – Pricing. Supplier commits to providing timely quotes which accurately reflect percentage discounts as proposed. All quotes must CLEARLY STATE original MSRP and price with discounts and offered price per percentages proposed.

YES \_\_\_\_\_

NO \_\_\_\_\_

3. Supplier has clearly communicated its willingness and ability to service this contract per requirements therein. Supplier may provide a written narrative, sales/marketing materials, or combination therein. Supplier shall be evaluated based on the following:
  - a. Supplier capability to service this contract per industry standards, to include company background, corporate information, or any other relevant information clearly communicating Supplier business structure adequate to service this contract.
  - b. Supplier demonstrated past performance when servicing like commercial kitchen contracts with the State of Oklahoma.

## **Certification**

**The undersigned acknowledges authority to make this certification on behalf of supplier that all requested information, exhibits, or other bid materials required have been submitted as true and correct.**

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**Printed Name**

**Title**

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**Signature**

**Date**