



SUPREME COURT OF APPEALS OF WEST VIRGINIA

Request for Quote Standards and Requirements
Administrative Office - Division of Technology Services

The Division of Technology Services may at its discretion release Requests for Quote (“RFQ”) on the West Virginia Judiciary website.

All responses and/or related correspondence must include the *Request for Quote Response Cover Page* provided with the RFQ and be submitted to DTFS@courtswv.gov. Requests for additional time or further clarification must be provided for consideration via email before the quote deadline. Otherwise, responses received after the response deadline will be considered a **“No Bid.”** Any quotes not meeting the specifications or requirements of the RFQ or the requirements herein may also be considered a **“No Bid.”**

Technical modifications, clarifications, or corrections may be permitted after the deadline at the discretion of the Court. Please note that any purchase may be less than the quantity specified, and no guaranteed sale is implied. The Court reserves the right to rebid any RFQ if three responses are not received prior to the specified deadline.

All ancillary charges must be included in the response and will not be reimbursed due to failure to disclose the additional charges prior to the award. This includes, but is not limited to, shipping, freight, etc.

Any purchase which may arise from an RFQ must comply with West Virginia State law. The Supreme Court of Appeals of West Virginia is a tax-exempt state entity; therefore, quotes should not contain taxes. A Certificate of Tax Exemption can be provided upon request. Additionally, the awarded vendor must be registered and be in good standing with the State, which requires the completion of Form W-9-Request for Taxpayer Identification Number and Certification when responding to an RFQ, if applicable.