



## Procurement Services

University of Arkansas at Little Rock

---

2801 S. University Ave., Little Rock, AR 72204-1099 | (O) 501.916.3144 | (F) 501.916.3425

*UA Little Rock*  
*Financial Proposal Packet*  
*FB-26-002*  
*Promotional Items & Apparel*

**CAUTION TO SUPPLIER**

*Supplier's failure to submit required items and/or information as specified in the solicitation may result in disqualification.*

***Section 5 must be completed for your proposal to be valid.***

All respondents are required to complete the following financial proposal. Please refer to the solicitation for additional information and requirements.

**1. Catalog & Pricing**

- A. Provide a complete catalog, pricing included, of all items being proposed.
- B. Indicate the base percentage markup applied. Base Mark-Up:
- C. Describe how and when prices may be adjusted during the contract term, including any market index or cost driver used.

**2. Shipping/Delivery**

Describe any shipping, freight, or delivery charges or policies (e.g., thresholds for free delivery, expedited service rates).

**3. Additional Fees**

List any other fees or charges that may apply (e.g., restocking fees, set-up charges, custom design fees).

Additional Fee	Cost	Notes (if any)

#### 4. Quantity-Based Pricing & Volume Discounts

If you offer volume discounts or different unit pricing at various quantities, enter them below. Include all "in-quantity" pricing tiers here. Unit Prices should be final prices to the university (including any applicable base mark-up).

Product Category	Base Mark-Up %	Unit Price 1 – 49	Unit Price 50-99	Unit Price 100-249	Unit Price 250-499	Unit Price 500+	Notes (if any)
Apparel, Accessories, Embroidery							
Custom Consumables							
Drinkware							
Bags & Totes							
Stationery & Office							
Tech Gadgets							
Event Materials							
Recognition Items							
Eco-Friendly Items							
Personal Care Items							
Outdoor & Leisure							
Customizable Items							
Closing Materials							
Misc Promotional Items							

**5. Certification and Signature**

The signature below signifies that the prospective supplier agrees to honor their proposal as being held open and irrevocable after this period.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_