

 WINTHROP UNIVERSITY REQUEST FOR QUOTATION	Solicitation Type Solicitation Number Date Issued Procurement Officer Phone E-Mail Address	Request for Quotation 08-R801374LC January 16, 2008 Linda Campfield 803.323.2143 campfieldL@winthrop.edu

DESCRIPTION: MITEL single-mode extended FIM cards

The Term "Offer" Means Your "Quotation"

SUBMIT OFFER BY: (Opening Date/Time) - **January 24, 2008 3:00 pm**

NUMBER OF COPIES TO BE SUBMITTED: **1**

Offer may be faxed to: 803.323.2480 – return all pages with offer. If offer is faxed, it is the offeror’s responsibility to ensure that fax is received no later than 3:00 pm on January 24, 2008. A confirmation email will be sent if requested.

QUESTIONS MUST BE RECEIVED BY: **N/A**

If Offers are submitted via express or US mail, Solicitation Number & Opening date should appear on package exterior.

MAILING ADDRESS:	PHYSICAL ADDRESS:
Winthrop University Procurement Services 307 Tillman Hall Rock Hill, SC 29733	Winthrop University Procurement Services 307 Tillman Hall Rock Hill, SC 29733

Conference Type: N/A Date & Time	Location:
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AMENDMENTS	This solicitation and any amendments will be posted at the following web address: http://www.winthrop.edu/procurement/bids.htm
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one)
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above)	DATE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION	(If offeror is a corporation, identify the state of Incorporation.)
TAXPAYER IDENTIFICATION NO.	STATE VENDOR NO. (if applicable) (Register to obtain S.C. Vendor No. at www.procurement.sc.gov)

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS: (Address for offeror's home office /principal place of business)	NOTICE ADDRESS: (Address to which all procurement and contract related notices should be sent.)			
	Area Code	Number	Extension	Facsimile
	E-mail Address:			

PAYMENT ADDRESS (Address to which payment will be sent)	ORDER ADDRESS (Address to which purchase orders will be sent)
Payment address same as Home Office Address _____ Payment address same as Notice Address (check only one) _____	Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one) _____

ACKNOWLEDGEMENT OF AMENDMENTS	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
Offerors acknowledges receipt of amendment by indicating amendment number and its date of issue.								

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days(%)
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<p>PREFERENCE - SC RESIDENT VENDOR PREFERENCE (June 2006): Section 11-35-1524 provides a preference for offerors that quality as a resident vendor. A resident vendor is an offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office * in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at all time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is make or processed from raw materials into a finished end-product by such manufacturer or an affiliate (as defined in section 1563 of the Internal Revenue Code) of such manufacturer and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law</p>	<p>OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE. _____</p>
	<p>*ADDRESS AND PHONE OF IN-STATE OFFICE</p>
	<p>_____ In- State Office Address same as Home Office address _____ In-State Office address same as Notice Address (CHECK ON LY ONE)</p>

<p>PREFERENCE - SC/US END-PRODUCT (June 2005) Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured , or grown in SC or the US, respectively. And end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made", "manufactured", and "grown" are defined by Section 11-35-1524 (B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, offeror certifies that the end-product (s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law.</p>	<p>IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT THE BIDDING SCHEDULE/COST PROPOSAL WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACE ON THE BIDDING SCHEDULE.</p>
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*****IMPORTANT*****

If you obtain a copy of this solicitation and want to receive future notifications (possible amendments), pertaining to this solicitation, you must notify the buyer at:

campfieldL@[winthrop.edu](mailto:campfieldL@winthrop.edu)

Please provide the following:

Company Name

Contact Person

Address

Telephone

Fax

E-mail Address

Solicitation #

BIDDING SCHEDULE/COST PROPOSAL

Item	Qty	U/M	Description	SC End Product Preference (check if appropriate)	US End Product Preference (check if appropriate)	Unit Price	Extended Price
1	22	Ea	MITEL single-mode extended FIM cards FIM 1300NM SM Mfr # 9400-300-316-NA			\$ _____	\$ _____
TOTAL							_____

SPECIAL PROVISIONS AND CONDITIONS

1. Furnish and deliver items complying with the enclosed description and/or specifications and conditions as applicable to this request for quotation.
2. FIM cards are for use only on SX-200 peripheral nodes or SX-2000 peripheral and DSU nodes.
3. Delivery date is within four (4) weeks after receipt of purchase order.
4. Bid only as specified. **No substitutions are allowed.** Items must be NEW.
5. Award will be made to the lowest responsible and responsive bidder. Award will be made to one bidder for entire quantity.
6. **All shipping charges should be included in offeror's total price.** Deliveries shall be FOB destination, freight prepaid to Winthrop University, Telecommunications Department, c/o Central Receiving, 520 Cherry Road, Rock Hill, SC 29733.
7. Manufacturer's standard warranty must be included with product.
8. Do not include any taxes in the quotation price(s).

WINTHROP UNIVERSITY GENERAL INSTRUCTIONS

1. Quotes **must** be received in the Purchasing Department on or before the date and time stated. Please reference title and quote number on return envelope.
2. **In order to receive the South Carolina Resident Vendor Preference, you must complete all information on Page Two.**

In order to receive the South Carolina OR United States made, manufactured or grown end-product preference, you must check the appropriate spaces provided on the Bidding Schedule/Cost Proposal. This preference does not apply to services or orders under \$10,000.00
3. Do not include any taxes in the quotation price(s).

GENERAL PROVISIONS

1. Winthrop University reserves the right to reject any and all quotes in whole or in part, to waive all technicalities and to cancel the solicitation.
2. Unit Prices: Unit prices will govern over extended prices unless otherwise stated in notice.
3. Bidder's Qualifications: Bidders must, upon request of the University furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The University reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.
4. Bidder's Responsibility: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to the quote or to the contract.
5. Award Criteria: The contract shall be awarded to the lowest responsible and responsive bidder(s) whose quote meets the requirements and criteria set forth in the Request For Quote.
6. Specifications: Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible thereof. Deviations must be explained in detail on separate attached sheet(s).
7. Amendments: All amendments to and interpretations of this solicitation shall be in writing. The Procurement Officer shall not be legally bound by an amendment or interpretation that is not in writing.

GENERAL CONDITIONS

1. In case of default by contractor, the University reserves the right to purchase any or all items in default in open market charging contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.
2. Prices bid must be based upon payment in thirty days after delivery and acceptance. Discount for payment in less than thirty days will not be considered in making award.
3. The right is reserved to reject any quote in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
4. The successful bidder shall indemnify and save harmless the University, all agents and employees from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright. Bidder shall have no liability to the University if such patent, trademark or copyright infringement or claim is based upon the Bidder's use of material furnished to the Bidder's by the University. **This general condition does not apply to solicitations for service requirements.**
5. Ambiguous quotes which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.
6. Unless otherwise indicated in the quote notice, prices must be firm.
7. Assignment: No contract may be assigned, or transferred without the written consent of the University.
8. Affirmative Action: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
9. Non Appropriations: Any contract entered into by the University or its department, employees or agents resulting from the Request for Quote shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
10. Termination: Subject to the Provisions below, the contract may be terminated for any reason by the University providing a thirty (30) day advance notice in writing is given to the contractor.
 - a. Termination for Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the University without the required thirty (30) days advance written notice, then the University may negotiated reasonable termination costs, if applicable.
 - b. Termination for Cause: Termination by the University for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provisions; termination cost, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this Request for Quote shall apply.
11. Item Substitution: (This general condition does not apply to solicitations for printing or service requirements). No substitutes will be allowed on purchase orders received from the University without permission from the Director of Procurement.