



University of Technology, Jamaica

INVITATION TO QUOTE

SUPPLY AND DELIVERY OF TISSUE (FEBRUARY 2017 TO JULY 2017)

RFQ#: 2017/STORES/3150-0014-310A

UTech, Jamaica invites submission of price quotation in pro-forma invoice format for the supply and delivery of tissue for the six-month period, February 2017 to July 2017 in accordance with the requirements in the table below:

Item	Description	Quantity
1.	Regular Tissue, 500 sheet, 2 ply, 98mm x 92mm	14,400 rolls
2.	Industrial Jumbo Tissue, 1 ply, 9 inches wide	9,000 rolls

This is a standing order arrangement and should be delivered over the six (6) month period, February 2017 to July 2017.

The prices being quoted are to be fixed over the period of the contract ending July 31, 2017.

Quotations that meet the minimum specifications/requirements will be evaluated and a Purchase Order issued to the lowest responsive bidder.

Quotation should be accompanied by:

-A copy of a valid Tax Compliance Certificate (TCC).

-A copy of a valid National Contracts Commission Registration Certificate.

-Samples of the proposed tissue must be submitted with Bids. If samples are not provided the bid will be deemed non-responsive.

-The supplier should indicate any deviations and exceptions to the specifications/requirements.

The deadline for receipt of your quotation is **January 31, 2017 at 11:00am.**

Quotations are acceptable electronically via procure@utech.edu.jm, by fax at 970-4524 or hard copy in a sealed envelope marked and addressed to:

Director, Procurement & Office Services

University of Technology, Jamaica

237 Old Hope Road, Kingston 6

Attention: Mrs. Dennise Haldane

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Quotation should be submitted as per the following instructions:

- (i) **Prices:** Prices shall be quoted in Jamaican dollars indicating all applicable taxes.
- (ii) **Evaluation of Quotations:** Quotations determined to be substantially responsive to the specifications/requirements will be evaluated by comparison of their samples and prices.
Arithmetical errors will be corrected as follows:
-Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
-If a Supplier refuses to accept the correction, the quotation will be rejected.
- (iii) **Award of Purchase Order:** The award will be made to the bidder offering the lowest responsive quote that meets the required standards/specifications.
- (iv) **Payment:** The method and conditions of payment to be made to the Supplier shall be one hundred (100%) percent of the Invoice Price of Goods delivered upon the presentation of an invoice, two (2) weeks after each delivery.
The Supplier will be paid in Jamaican Dollars.
- (v) **Delivery Schedule:** once per month or as requested after the issue date of the Purchase Order.
Goods should be delivered as indicated below:
Stores Department
University of Technology, Jamaica
237 old Hope Road, Kingston 6
- (vi) **Origin:** There are no restrictions as to the origin of goods offered under this RFQ.
- (vii) **Documentation:** Subsequent to the delivery, the Supplier is required to submit the following documentation:
- Invoice
- Delivery slip
- (viii) **Validity of the Offer:** Quotation should be valid for a period of 60 days from the date of submission of quotations as indicated in Paragraph 6 of this Invitation to Quote.

Further information can be obtained from:

Christopher Spencer/Samantha Hamilton

237 Old Hope Road, Kingston 6

Tel: 970-5189

Email: procure@utech.edu.jm

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