



University of Technology, Jamaica

SUPPLY AND DELIVERY OF TOILET TISSUE (AUGUST 2017 TO JANUARY 2018) REQUEST FOR QUOTATION (RFQ) # 2017/STORES/3150-0014-310A

1. You are invited to submit your price quotation in a pro-forma invoice format for the supply and delivery of toilet tissue for the six month period August 2017 to January 2018 in accordance with the requirements laid down in the table below:

| Item | Description | Quantity |
|------|--|--------------|
| 1. | Regular Toilet Tissue, 500 sheet, 2 ply, 98mm x 92mm | 15,000 rolls |
| 2. | Industrial Jumbo Tissue, 1 ply, 9 inches wide | 10,000 rolls |

This is a standing order arrangement and should be delivered over the six (6) month period August 2017 to January 2018.

The prices being quoted are to be fixed over the period of the contract ending January 31, 2018.

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

3. Your quotation should be accompanied by:

- A copy of a valid Tax Compliance Letter (TCL).
- A copy of a valid National Contracts Commission Registration Certificate.
- Samples of the proposed items. If samples are not provided the bid will be deemed non-responsive.
- The supplier should indicate any deviations and exceptions to the specifications/requirements.

4. The deadline for receipt of your quotation is August 3, 2017 at 11:00am

5. 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:

University of Technology, Jamaica
237 Old Hope Road, Kingston 6
Attn: Mrs. Dennise Haldane
Supply and Delivery of Toilet Tissue (August 2017 to January 2018)
Ref: (RFQ) #: 2017/STORES/3150-0014-310A

6. Your 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 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 and that meets the required standards of technical and financial capabilities.

(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 received upon the presentation of an invoice, two (2) weeks after each delivery.

The Supplier will be paid in Jamaican Dollars.

(v). Delivery Schedule: Tissue should be delivered as requested after the issuing 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: Your 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.

7. Further information can be obtained from:

Samantha Hamilton
237 Old Hope Road, Kingston 6
Tel: 927-1680-8 ext. 2053 or 970-5053
Fax: 970-4524
Email: procure@utech.edu.jm

The University of Technology, Jamaica reserves the right to cancel this invitation or reject any or all quotations at its discretion.

Dennise Haldane (Mrs.)
Director, Procurement and Office Services