



University of Technology, Jamaica

INVITATION FOR QUOTE

RFQ#: 2017/STORES/3150-0001-310A

SUPPLY AND DELIVERY OF COPY PAPER (JUNE TO NOVEMBER 2017)

1. Suitable suppliers are invited to submit a price quotation in a pro-forma invoice format for the supply and delivery of copy paper for the six month period, June 2017 to November 2017 in accordance with the requirements laid down in the table below:

Item	Description	Quantity
1.	Letter size (8.5x11 inches), Copy Paper, 75 grms	1, 200 cases (10 reams per cases)

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

The prices quoted are to be fixed over the period of the contract ending November 2017.

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

The quotation should be accompanied by:

- A copy of a valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL).
- A copy of a valid National Contracts Commission Registration Certificate.

The deadline for receipt of quotation is June 6, 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:

University of Technology, Jamaica
237 Old Hope Road, Kingston 6
Attn: Mrs. Dennise Haldane
Supply and Delivery of Copy Paper (June 2017 to November 2017)
Ref: (RFQ) #: 2017/STORES/3150-0001-310A

2. Quotations should be submitted as per the following instructions:

- Prices: Prices shall be quoted in Jamaican dollars indicating all applicable taxes.
- Evaluation of Quotations: Quotations determined to be substantially responsive to the 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 Contract: The award will be made to the bidder offering the lowest responsive quote and that meets the required quality.

(iv). Payment: The method and conditions of payment to be made to the Supplier shall be one hundred percent (100%) of the cost of goods received each time upon the presentation of an invoice, within two (2) weeks after each delivery.

The Supplier will be paid in Jamaica Dollars.

(v). Delivery Schedule: Upon request after the issue date of the Purchase Order.

The Copy Paper should be delivered to:
The 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: The submitted quotation should be valid for a period of 60 days from the date of submission, as indicated in Paragraph 4 of this Invitation for Quote.

3. Further information can be obtained by email to:

Samantha Hamilton
237 Old Hope Road, Kingston 6
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.