



INVITATION TO QUOTE
RFQ #: 2016/STORES/3150-0014-310D

Subject: Supply and Delivery of Industrial Hand Towel (November 2016 to April 2017)
 Request for Quotation (RFQ) # 2016/STORES/3150-0014-310D

Dear Madam/Sir,

1. You are invited to submit your price quotation in a pro-forma invoice format for the supply and delivery of industrial hand towel for the six month period November 2016 to April 2017 in accordance with the requirements laid down in the table below:

Item	Description	Quantity
1.	Industrial Hand Towel, 1ply, 400ft	12,000 rolls
<p>This is a standing order arrangement and should be delivered over the six (6) month period November 2016 to April 2017.</p> <p>The prices being quoted are to be fixed over the period of the contract ending April 30, 2017.</p>		

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 Certificate (TCC).
 - A copy of a valid National Contracts Commission Registration Certificate.
 - Samples of proposed item **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.
4. The deadline for receipt of your quotation is **November 29, 2016, 2016 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 Industrial Hand Towel (November 2016 to April 2017)
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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: once per month or 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:

Christopher Spencer
237 Old Hope Road, Kingston 6
Tel: 927-1680-8 ext. 2372
Fax: 970-4524
Email: procure@utech.edu.jm