



## REQUEST FOR QUOTATION

Interactive Displays	DATE: 4/16/19

To Whom It May Concern:

We kindly request you to submit your quotation for an eSports Package, as detailed in Section 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Section 2.

Quotations may be submitted on or before April 30, 2019 via mail or email using the information below:

**Sand Springs Public Schools  
ATTN: Beth Shope  
11 West Broadway  
Sand Springs, OK 74063  
beth.shope@sandites.org**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by Sand Springs Public Schools (SSPS) after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in PDF format.

Sand Springs Public Schools is interested in purchasing Interactive Displays for several grade level classrooms in our district. Specifically, the district is interested in bids for the equipment listed below. All quotes must include pricing for the specific brand if listed.

Please take note of the following requirements and conditions pertaining to the supply of goods related to this RFQ:

Exact Delivery Address	Sand Springs Public Schools IT Department 13 West Broadway Sand Springs, OK 74063
After-sales services required	Explanation of Warranty/Support Length of Warranty/Support Terms
Deadline for the Submission of Quotation	April 30, 2019 12:00 PM
Documents to be submitted	Quote/Proposal including the following: <ul style="list-style-type: none"> <li>● Quote/Cost of items specified</li> <li>● Estimated time for delivery</li> </ul>
Period of Validity of Quotes starting the Submission Date	90 Days
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	Payment will be made for 100% of contract within 30 days of invoicing, upon delivery of items
Evaluation Criteria	<ul style="list-style-type: none"> <li>● Bids will be scored on the following points system <ul style="list-style-type: none"> <li>○ Total cost of items</li> </ul> </li> </ul>
SSPS will award to:	A Single Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement ( <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i> ) <input type="checkbox"/> Other Type/s of Contract
Conditions for Release of Payment	Delivery of equipment
Sections to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Section 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Section 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Section 3).

	Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries	<i>Shawn Beard</i> <i>shawn.beard@sandites.org</i>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above.

The quotation that complies with all of the specifications, requirements, meets the evaluation criteria and is awarded the most points, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) must be corrected on the winning bid prior to the PO process.

SSPS is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

**Technical Specifications for Bid Items**

<b>Items to be Supplied*</b>	<b>Quantity</b>	<b>Description / Specifications of Goods</b>	<b>Status</b>
<b>Interactive Display</b>	<b>67</b>	Newline Trutouch 65" Display	Required
<b>HDMI</b>	<b>67</b>	HDMI Cable - 30'	Required
<b>Adjustable Wall Mount</b>	<b>67</b>	Balance Box- BBO48A12	Required

**Section 2**

**FORM FOR SUBMITTING QUOTATION**

*Vendor must use the table below or similar layout attached to vendor letterhead*

We, the undersigned, hereby accept in full the SSPS General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of SSPS as per this RFQ:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

<b>Item No.</b>	<b>Description/Specification of Goods</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price per Item</b>
	<b>Total Prices of Goods</b>			
	Add : Cost of Transportation			
	Add : Cost of Insurance			
	Add : Other Charges (pls. specify)			
	<b>Total Final and All-Inclusive Price Quotation</b>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Vendor's Authorized Person]*

*[Designation]*

*[Date]*

**General Terms and Conditions**

**1. ACCEPTANCE OF THE PURCHASE ORDER**

Purchase Orders may only be accepted by the Vendor's signing and returning an acknowledgment copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of a Purchase Order as a result of bid acceptance per this RFQ shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of the Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind SSPS unless agreed to in writing by a duly authorized official of SSPS.

**2. PAYMENT**

- 2.1 SSPS shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Vendor's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by SSPS, the Supplier shall submit all invoicing in respect of this Purchase Order, by indicating the Purchase Order identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of SSPS.

**3. TAX EXEMPTION**

- 3.1 The vendor recognizes that SSPS is a tax-exempt institution as confirmed by Non-Expiring Tax Exempt Permit Number EXM-10014208-03, issued February 28, 2018.

**4. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by SSPS, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

**5. INSPECTION**

- 5.1 SSPS shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 5.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

**6. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with SSPS to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Vendor's cost, if reasonably so requested by SSPS.

**7. ASSIGNMENT AND INSOLVENCY**

11.1. The Supplier shall not, except after obtaining the written consent of SSPS, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Vendor's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, SSPS may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier 30 days written notice of termination.

**8. USE OF SSPS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of SSPS for any purpose.

**9. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to SSPS without specific permission of SSPS in each instance.