



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration**

DIVISION OF PURCHASES
One Capitol Hill, 2nd floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228

Website: www.purchasing.ri.gov

REQUEST FOR QUOTE (RFQ) – BID# 7550562

CONDOM DISPENSERS, CONDOMS, SAFER-SEX KITS, EDUCATIONAL BROCHURES

SUBMISSION DEADLINE: 05/19/2016 at 1:00 PM (EST)

PRE-BID CONFERENCE: **NO**
 YES _____

Mandatory: **NO**
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

Buyer Name: Sharon Louro
Title: Buyer I

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (sharon.louro@purchasing.ri.gov) no later than May 9th, 2016 @ 4:00 PM EST. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFQ Bid # 7550562 on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: **NO**

BOND REQUIRED: **NO**

DISK BASED BID: **NO**
 YES: See attached Disc Based Bidding Information

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.



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SPECIFICATIONS FOR BID #7550562

The Division of Purchasing, on behalf of The Department of Health and The Center for HIV, Viral Hepatitis, STD, and TB is soliciting for the items related to the HIV Awareness Program.

- OPENING DATE: 05/19/2016 at 01:00PM
- BLANKET REQUIREMENT DATES: 7/1/2016 - 12/31/16
with option to renew for 4 additional 12 month periods.
- Award is based on unit cost, regardless of packaging; it is not necessary to bid on all items to be considered.
- Unit pricing is requested for evaluation purposes only, but it is necessary to include the product packaging.
- Do not provide package pricing.
- Bidders must submit a hard copy of the bid form along with the RIVIP three – page Bidder Certification Cover Form.
- The State reserves the right to award to one or multiple vendors based on cost.
- Due to length of bid and time constraints, the State will only acknowledge receipt and read the names of vendors submitting proposals. No examination of documents or presentation of information contained in proposals will be made available at the bid opening; however, instructions to obtain the tabulation or summary of bid responses will be made available at the RI Division of Purchases website (www.purchasing.ri.gov).
- An Electronic Based File is attached that includes an Excel Spreadsheet for submission of vendor quotes for this solicitation. No USB drives will be accepted.

Submission instruction is as follows:

- Please submit a DISC copy of your quotes in the same excel format provided.



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- Bidders are instructed to submit pricing ONLY in excel on the Electronic Based Excel File. Please do not print the Sample Spread Sheet(s) and manually enter pricing.
- Once Disc Based File is completed submit an electronic version in Excel on a disc. Also submit a printed hard copy of your Excel spread sheet.

To Summarize:

- Bidders will be submitting a disc (CD) copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote.
- Questions concerning this bid must be directed to Sharon Louro Sharon.Louro@purchasing.ri.gov no later than May 9th, 2016 @ 4:00PM.



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Solicitation Information
April 27, 2016

RFQ BID # 7550562

TITLE: CONDOM DISPENSERS, CONDOMS, SAFER-SEX KITS, EDUCATIONAL BROCHURES

Bid Submission Deadline: May 19, 2016 @ 1:00 PM (EST)

To: State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

Submitted by: _____

Date: _____

Address: _____

Telephone: _____

Fax: _____

RIVIP

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA FROM RIVIP. THIS OFFER MAY NOT BE CONSIDERED UNLESS A SIGNED RIVIP GENERATED BIDDER CERTIFICATION COVER FORM IS ATTACHED AND THE UNIT PRICE COLUMN IS COMPLETE. THE SIGNED CERTIFICATION COVER FORM MUST BE ATTACHED TO THE FRONT OF THE OFFER. WHEN DELIVERING OFFERS IN PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

PABID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra-large requirements for delivery to specific destinations

MULTI-YEAR

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

DELIVERY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.