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**Request for Quotes – Goods/Trade Services**

**UO Jazz Ensemble Europe Tour July 2014**

**(PCS #229000-0007-RFQ)**

**Quotes due by**:  November 18, 2013

**Contact:** Ceci LaFayette

**Email:** lafayett@uoregon.edu

**Fax:** 541-346-6101

**Department:** School of Music and Dance

**Address:** 1225 University of Oregon,Eugene, OR 97403-1225

**Submittal Instructions:** Enter the requested information on the Request for Quotes (RFQ) form, print and sign it. Prepare your response including the RFQ form and any additional documents. Submit the complete response via email, facsimile or US mail to the department contact noted above.

**General Information:** The State Board of Higher Education acting by and through the University of Oregon on behalf of the School of Music and Dance (“University”) is issuing this RFQ for the procurement of goods and/or trade services as described in this RFQ. Use this form to submit your signed quote pursuant to the submittal instructions by the date and time shown above. If you do not use this form your quote may be deemed non-responsive. **If you do not sign this Request for Quotes form or submit it to University by the due date and time, your quote will be deemed non-responsive and will not be considered for award.**

By providing a quote in response to this RFQ, Contractor agrees to the terms and conditions contained in this RFQ and further agrees to the University Standard Terms and Conditions found at <http://pcs.uoregon.edu/content/forms>. Any contract resulting from this RFQ will be subject to the University Standard Terms and Conditions. Quotes submitted that contain any exceptions or modification to the terms and conditions contained in this RFQ or the University Standard Terms and Conditions, may be deemed non-responsive by University in its sole discretion. If modifications to the Purchase Order Standard Terms and Conditions are requested, the sections and specific modifications must be provided. Separate terms submitted to replace the Purchase Order Standard Terms and Conditions in its entirety will not be considered.

Quotes submitted in response to this RFQ will be retained by the University for the required retention period and made a part of the file or record that will be open to public inspection. If a response contains any information that is considered a “trade secret” under ORS 192.501(2), mark each page containing such information with the following legend: “TRADE SECRET”.  The Oregon public records law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies “unless the public interest requires disclosure in the particular instance.”  Non-disclosure of documents or any portion thereof or information contained therein may depend on official or judicial determinations made pursuant to law. An entire response to this RFQ marked as “trade secret” is unacceptable, and all parts of such quote will be deemed available for public disclosure.

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**Special Terms and Conditions**

1. **Delivery:** Quotes will include delivery, FOB Destination, which means all transportation charges from vendor to University are prepaid and borne by the Contractor. If you do not quote FOB Destination freight prepaid, all transportation and handling charges must be indicated separately and will be considered in the award.
2. **Approved Equals.** Unless otherwise specified, approved equals may be considered. If alternatives to specifications are offered, include brand, model number, and complete information so offer may be properly evaluated.
3. **Reservations:**  University reserves the right to accept or reject quotes on each line separately, or as a whole, to reject any or all offers, to waive any informalities or irregularities, to award items separately or in aggregate, and to contract in the best interest of University.
4. **Insurance Requirements:** If checked below, the specified insurance is required for any contract resulting from this Request for Quotes. See Purchase Order Standard Terms and Conditions found at <http://pcs.uoregon.edu/content/forms>, Section 5 for specified insurance requirements.

[x] Commercial General Liability Insurance.

[x] Commercial Automobile Liability Insurance.

[x]  **5.** **Additional Terms and Conditions:** If checked, this quote is subject to additional University terms and conditions attached and titled: See Exhibit A.

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| --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Model #** | **Description** | **Qty.** | **Unit** | **Unit Price** | **Extended Price** |
|       |       | See Exhibit 'A'Travel for minimum of 20 students, and two faculty members. |  |       |       |       |

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**REPRESENTATIONS, CERTIFICATIONS AND ACKNOWLEDGMENTS**

**Grey Shaded Areas to be Completed by Contractor**

***(Must Complete and submit with your proposal by closing date and time.)***

Contractor:

Address:       Email:

Phone:       Fax:

**Please indicate your Minority Women or Emerging Small Business (MWESB) Status:**

Women Owned [ ]  Self Report [ ] State Certified #

Minority Owned [ ]  Self Report [ ] State Certified #

Emerging Small Business [ ]  Self Report [ ]  State Certified #

None of the Above [ ]

**Representations and Warranties.** By submitting this quote in response to this RFQ, Contractor represents and warrants that:

1. Quotes submitted will be considered firm offers as set forth in the UCC and as such, all

**prices quoted shall be firm for three months from the date quotes are due**.

2. Contractor has the power and authority to enter into and perform the contract awarded as a result of this RFQ.

3. The individual signing for Contractor is authorized to execute this quote on behalf of Contractor.

4. Contractor is an independent contractor and not an employee, partner, or agent of University.

5. Contractor’s name, as it appears in this quote, is Contractor’s legal name, as it will appear in the Contractor’s W-9, and if Contractor is an entity rather than an individual that the entity named in this quote is validly existing and in good standing.

6. Proposer has not discriminated against Historically Underrepresented Businesses (defined in OAR 580-061-0010) in obtaining any required subcontracts.

7. No officer, agent or employee of University has participated on behalf of University in preparation of the proposal, that the proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposer for the same work, and that the Proposer is competing solely in Proposer’s own behalf without connection with, or obligation to any undisclosed person or firm.

Signature: Date:

Print Name:

[ ] No Quote. Date Contacted:       Reason: