



**OREGON STATE UNIVERSITY
REQUEST FOR QUOTE (RFQ)**

		ISSUE DATE:	April 7, 2017
RFQ #	SF188056Q	RFQ DUE DATE:	April 17, 2017, 1:00 PM PT
DELIVER TO:		REQUESTED BY / RETURN QUOTE TO:	
DEPARTMENT:	Various Oregon School Locations	NAME:	Shannon Fanourakis
ADDRESS:		E-MAIL:	Shannon.Fanourakis@oregonstate.edu
CITY, STATE ZIP:		TELEPHONE:	(541) 737-6995
REQUIRED DELIVERY DATE:	September 1, 2017	FAX:	(541) 737-2170

This is a Request for Quote (RFQ) to provide imprinted promotional items for the Oregon State University (OSU) GEAR UP program. The Tagline and Logo to be used are attached. Quotes must include sorting and shipping custom amounts of each product to each school listed in the attached spreadsheet. **Please Note: The number of schools listed and quantities of product items listed in this RFQ are estimates and are for evaluation purposes only. Actual number of schools and product order amounts may be different at the time of order.**

1. Jerzees Adult T-Shirt, White
Staff additional imprint: Talk to me about your plan!
Student (7th grade) additional imprint: Class of 2023
 See attached spreadsheet for artwork requirements, sizes and quantities per size

 Quantity: 1977 each
2. Pens, Javalina Corporate (Green). Tagline + Logo in black
 Product details at <http://eugenasilkscreen.logomall.com/ProductDetails/?productID=4930507&PCUrl=1>

 Quantity: 5985 each
3. Pencils, Aakron Round Pioneer (Dark Green) #20300, Tagline + Logo in gold
 Product details at <http://eugenasilkscreen.logomall.com/ProductDetails/?productID=4862507&PCUrl=1>

 Quantity: 5885 each
4. Lanyards, Snugz ½" cotton lanyard (Forest Green), Tagline + Logo in white
 Vinyl snap with bulldog clip
 Product details at <http://www.snugzusa.com/product/lc12p/>

 Quantity: 2105 each
5. Water Bottles, Elgin Water Bottle (Pearl Apple) #40187, Tagline + Logo in green
 Product details at <http://eugenasilkscreen.logomall.com/ProductDetails/?productID=200219716&PCUrl=1>

 Quantity: 3850 each
6. Drawstring Backpacks, Green, Tagline + Logo in white
 Product details at <http://www.lancopromo.com/product/BGC7100>

 Quantity: 2540 each
7. Grocery Sacks, Deluxe Grocery Shopper (Green), Tagline + Logo in white
 Product details at <http://eugenasilkscreen.logomall.com/ProductDetails/?productID=5214188&PCUrl=1>

 Quantity: 1575 each



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8. Travel Mugs, ETS Stealth Mug (matte black), Tagline + Logo in white
Product details at https://etsexpress.com/pg_product_detail/?id=69044

Quantity: 290 each

9. Folders, Foil-stamped, Green, Tagline + Logo in silver

Product details at <http://eugenesilkscreen.logomall.com/ProductDetails/?productID=550665295&PCUrl=1>

Quantity: 2260 each

Delivery is f.o.b. destination, prepaid and allowed. Shipping, freight and handling must be included in quoted prices. Additional costs for such are disallowed.

TOTAL

DELIVERY TIME AFTER RECEIPT OF ORDER:

PRICES VALID THROUGH:

SPECIAL INSTRUCTIONS:

1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.
2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OSU.
3. Quoters must clearly identify all products quoted. Brand name and model or number must be shown.
4. Only documents issued as addenda by OSU serve to change the RFQ in any way.
5. OSU reserves the right to make the award by item, partial or whole lots, groups of items or entire quote, whichever is in the best interest of OSU.
6. OSU may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of OSU.
7. This RFQ form must be completed, signed and returned with all required documents.

VENDOR INFORMATION:

COMPANY:

ADDRESS:

CITY, STATE, ZIP:

CONTACT NAME:

E-MAIL:

TELEPHONE:

FAX:

VENDOR SIGNATURE:

By signature below the undersigned certifies that they are authorized to act on behalf of the quoter and will comply with all aspects of the quote herein.

SIGNATURE:

NAME/TITLE:

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions for: Goods Services Purchase Order Construction Software. The indicated terms and conditions may be viewed at <http://pacs.oregonstate.edu/terms-and-conditions>