

OREGON STATE UNIVERSITY REQUEST FOR QUOTE (RFQ)

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| | | ISSUE DATE: | July 3, 2018 |
| RFQ # | RFQ195413KB | RFQ DUE DATE: | July 10, 2018 at 3:00 pm PT |
| DELIVER TO: | | REQUESTED BY / RETURN QUOTE TO: | |
| DEPARTMENT: | Various Oregon School Locations | NAME: | Karol Barker |
| ADDRESS: | See spreadsheet | E-MAIL: | Karol.Barker@oregonstate.edu |
| CITY, STATE ZIP: | | TELEPHONE: | (541) 737-7343 |
| REQUIRED DELIVERY DATE: | 8/17/18 | 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.
- **Complete Price Sheet attached to submit prices.**
- Brand names listed below are for samples only. Response may be brand name or equal.
- **Provide specifications for each item when submitting your quote**

1. Jerzees Adult T-Shirt, (white), 100% Cotton
 Artwork-Front: COLLEGE (in black). It's not a dream, it's a plan. (in green); Back: Logo + website (green/black)
 See attached spreadsheet for artwork requirements, sizes and quantities per size.
Quantity: 2401 each

2. Pen, Javalina Corporate (forest green), Tagline + logo in white. Sample pen below.
Quantity: 7674 each



3. Pencil, Aakron Round Pioneer (dark green) #2 graphite, Tagline + logo in gold. Sample pencil below.
Quantity: 9180 each



4. Lanyard, Snugz 1/2" cotton lanyard (forest green), Tagline + logo in white Vinyl snap with metal bulldog clip. Sample lanyard below.
Quantity: 3620 each



5. Water Bottle, Elgin Water Bottle (Pearl Apple) 25 oz., Tagline + logo in green. Sample water bottle below.
Quantity: 4559 each



6. Non Woven Drawstring Backpack, (green), Tagline + logo in white. Sample backpack below.
Quantity: 4020 each



7. Grocery Bag, Two Handle Non-Woven Grocery bag (kelly green), Tagline + logo in white. Sample grocery bag below.
Quantity: 2470 each



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8. Travel Mug, ETS Express Stealth Mug (matte black), 16 oz., Tagline + logo in white. Sample mug below.
Quantity: 315 each



9. Folder, Foil-Stamped Two Pocket Presentation Folder (green w/ silver), Grade D Stock, 100 lb, measuring 9" x 12" with 4" pockets, Tagline + logo in silver. Sample presentation folder below.
Quantity: 5040 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 | |
|---|--------------|--|

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| DELIVERY TIME AFTER RECEIPT OF ORDER: | | PRICES VALID THROUGH: | |
|--|--|------------------------------|--|

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| SPECIAL INSTRUCTIONS: | VENDOR INFORMATION: | | |
| <p>1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.</p> <p>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.</p> <p>3. Quoters must clearly identify all products quoted. Brand name and model or number must be shown.</p> <p>4. Only documents issued as addenda by OSU serve to change the RFQ in any way.</p> <p>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.</p> <p>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.</p> <p>7. This RFQ form must be completed, signed and returned with all required documents.</p> | COMPANY: | | |
| | ADDRESS: | | |
| | CITY, STATE, ZIP: | | |
| | CONTACT NAME: | | |
| | E-MAIL: | | |
| | TELEPHONE: | | |
| | FAX: | | |
| | VENDOR SIGNATURE: | | |
| | <i>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.</i> | | |
| | 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>