



University of South Carolina
Purchasing Department
1600 Hampton Street, 6th floor
Columbia, SC 29208
Telephone: (803) 777-4115

Request for Quotation

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THIS IS NOT AN ORDER

Quotation must be received No Later Than:	Send quotation to above address Attention of:	Quotation Number:	Date
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Print company name and address:

Please quote your lowest delivered price of the items(s) listed below. The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities.

1. If an item cannot be furnished, indicate by **NO QUOTE**.
2. All quotes must be signed by the vendor's representative and terms noted, failure to comply with this instruction may result in disqualification of the quote.
3. **FAXED QUOTES ACCEPTABLE.** FAX # (803) 777-2032

Federal I.D. or Social Security No. _____ SC Minority Certification Number (If Applicable) _____

Submitted By (Print Name) _____ Signature _____ Telephone _____

Item No.	Quantity and Unit	Description of Commodity or Services	Unit Price	Total Price

GENERAL CONDITIONS

DEFAULT: In case or default by the Contractor, the University of South Carolina reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

SC/US PREFERENCE: In order to receive the South Carolina/United States made, manufactured or grown end-product preference, you must check the appropriate space (s) provided on the face of the quotation form. This preference does not apply to services.

Any contract entered into by the University of South Carolina or its agencies resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The University reserves the right to withhold payment or make such deductions as may be necessary to protect the University from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty days beyond the Request for Quotation deadline. Unit prices will govern over extended prices unless otherwise stated.

The University of South Carolina shall consider payment discounts in the award of this contract when such discounts are for thirty days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the University's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1520 of the South Carolina Consolidated Procurement Code.

The University reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the University reserves the right to reject any quotation in which the delivery time indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The successful contractor assumes sole responsibility and shall hold harmless the University of South Carolina, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful bidder, its directors, officers, employees and agents under this agreement. The University of South Carolina agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of the University of South Carolina, its members, directors, officers, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful quoter from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed quote, the quoter agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

Termination: Subject to the provisions below, the contractor may be terminated for any reason by the University providing a thirty-day advance notice in writing is given to the contractor.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the University may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the University for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

HIPAA Law: The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended (“HIPAA”), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the University of South Carolina may require to ensure compliance. Additional information may be viewed at: <http://www.sc.edu/hipaa/>

SPECIAL CONDITIONS

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Bidder.

The University of South Carolina requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include, but are not limited to: the Occupational safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

IMPORTANT – Please Note

Vendors, we **MUST** have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.

ADDITIONAL CONDITIONS

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - RESIDENT CONTRACTOR PREFERENCE (SEP 2009): To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action).

PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor's labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). **YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOUR ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.**

SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay the State an amount equal to twice the difference between the price paid by the State and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)]

International MBA Program
Global Track Immersion Class in Chile, March 2010

Request for Proposal

Provider must have experience in planning international study trips for graduate business students or executive education courses for company groups. The selected supplier should be able to provide high quality business visits and local in country travel logistics and recommend cost effective and safe lodging for students and accompanying faculty during a two week period.

SPONSOR: Moore School of Business – University of South Carolina
GROUP: International Master of Business Administration “Global Track”
NUMBER: Estimated 13 people, including one instructor and 12 students (may vary plus or minus one or two students.)

DATES Begin February 28, 2010 with hotel check in – Santiago, Chile
End March 12, 2010

PROVIDER (to be determined through bid process)

THEMES

1. Government and economic development (20%)
2. Financial Markets/ Manufacturing & Mining, local companies and multinationals (70%)
3. Cultural activities (10%)

MEALS:

1. One welcome/orientation dinner in Santiago on Monday March 1, 2010 featuring Chilean seafood specialty. Cost, including meal, beverage and tips to be included in Moore School USC expense.
2. One farewell dinner in Santiago or another city in Chile on Friday March 12, 2010. Cost, including meal, beverage and tips to be included in USC expense.
3. There will be one additional group dinner with invited guests in Santiago for an estimated group of 15-20 people. Company name will make reservations on Moore’s behalf and USC/Moore will pay separately.
4. Students will pay on their own for all other meals.

TRANSPORTATION

1. Bus transportation to all group activities in Santiago and day trip to a copper mine. Where group will stay as well as transportation for their free time activities. All group transportation expense including tips is covered by Moore School/USC expense.
2. Transportation by bus for the transfer from Santiago to Vina del Mar.
3. Local transportation to all group activities in Vina del Mar to port of Valparaiso and a vineyard. Students will pay on their own transportation to and from Chile to

hotel in Vina del Mar where group will stay as well as transportation for their free time activities.

4. Transportation by bus for the transfer from Vina del Mar hotel to Santiago hotel
5. All group transportation expense including tips is covered by Moore School/USC expense.
6. Students will pay on their own air and ground transportation to and from Chile to hotel in Santiago where they will begin and end the immersion course.

OTHER:

1. Visit to a Chilean Vineyard with a briefing about the industry
2. Visit to a Chilean operating copper mine with briefing about the industry
3. Bilingual host at each location to manage logistics of group activities
4. Itinerary includes suggested locations (Please see sample itinerary)
5. Itinerary includes information of companies in different service and industry categories (Please see sample itinerary)
6. Itinerary includes optional cultural events in Santiago and Vina del Mar

HOTEL TYPE AND LOCATION:

Santiago – 4 star hotel within city and in walking distance to a metro station. Hotel rate should include breakfast and in room internet access.

Vina del Mar - 4 star hotel within city. Hotel rate should include breakfast and in room internet access.

ROOMS

1 Single room for one occupant instructor, 7 or 8 twin bedded rooms for two, an option for three occupants with rates in advance including all taxes.

Sample hotels: Holiday Inn Express, Four Points by Sheraton, Crowne Plaza.

The above quoted rates are to be group rates (5 rooms or more) and are to be valid until Jan. 31, 2010. Rates should include breakfast at hotel, service fees, taxes.

Some participants may wish to make arrangements to arrive a few days earlier than February 28 in Santiago or stay later than March 13. The participant will be responsible for notifying Moore School and the company of such arrangements at the outset in order to benefit from the group rates.

To enjoy the group rate, students will need to make payment in full to the company no later than two weeks before check in. If there are any additional charges incurred, the student participant will need to make payment at check out.

Hotel room cost of one Moore School faculty is not included in the cost of student hotel rooms.

CANCELLATION POLICY:

If written cancellation notice is provided at least 45 days in advance of check in date, there will be NO CHARGE by hotel or [Company Name], and there should be a full deposit refund.

If written cancellation notice is provided less than 1 month in advance of check in date, the penalty is one hotel night charge with no additional charge.

ALL FEES AND COST

1. USC Costs (Informational Purpose Only)

a. ITEMS

	FEES
• All speaker fees and honorariums	_____
• Meeting room rental	_____
• Group Ground transportation and tour guide services	_____
• Site tickets	_____
• Professor lodging (1single occupancy room w/bfast.)	_____
• Company management fees	_____
• Welcome & Farewell dinners	_____

Hotel and ground transportation prices are valid until Dec. 31, 2009. They will be subjected to change due to US Dollar and Chilean Peso exchange rate fluctuation and price inflation in Chile.

Hotel Prices are quoted as a group rate of 7- 8 rooms with advance payment. Individual reservation will be priced differently, which will likely be more expensive. The listed prices will be valid until Dec. 31st 2009.

PAYMENT TERMS

	AMOUNT	DUE DATE
Non-refundable Deposit	_____	_____
Remaining Payment	_____	_____

Cancellation Policy: Students Costs

	Refund
After Dec 11, 2009 before Jan 15, 2010	_____
After Jan 15, 2010 before Feb 15, 2010	_____
After Feb 15, 2010 before Feb 28, 2010	_____

SPONSORED EVENT Wednesday March 3, 2010 Alumni Dinner in Santiago

	Estimated Cost per Person	Total cost estimated for 25 people
Proposed location 1)		

Name: _____

Proposed location 2)

Name: _____

ITINERARY:

Sunday, February 28, 2010 students arrive to Santiago, Chile in AM/PM

Check in hotel on your own – 4 star hotel in city Dinner on your own

Short meeting 5pm with students, instructor and the local host: Optional group dinner to follow (will need a meeting area in the hotel)

Monday, March 1, 2010

Morning – US Department of Commerce or AMCHAM briefing.

Afternoon – City tour: the Government Palace “La Moneda”, Plaza de Armas, the Cathedral (Cathedral), Correo Central (Main Post Office), the Municipalidad de Santiago (City Hall).

Evening: Small group/ Class only – Chilean seafood dinner

Tuesday, March 2, 2010

Morning format at a hotel conference room – lecture arranged with Universidad de Chile Facultad de Economía y Negocios on Chilean Business

Afternoon visit – Chilean initiatives to propel economic growth CORFO (Corporacion de Formento de la Produccion)

Evening (Dinner on your own)

Wednesday, March 3, 2010

Morning visit – Chilean company focusing on financial sector such as finance eg. IB Partners, Banco de Chile or Banco Estado.

Afternoon visit – LAN Airlines

Evening - (Dinner with Alumni, Moore students on exchange, Universidad de Chile guests)

Thursday, March 4, 2010

Morning visit – Visit company with business ties to South Carolina ie Fluor, Ameco, CISA (Briggs Plumbing USA)

Afternoon - visit

Evening - (Dinner on your own)

Friday, March 5, 2010

Morning - visit El Teniente Copper Mine, see earthmover..

Afternoon – visit El Teniente Copper Mine

Evening - on your own

Saturday, March 6, 2010

Morning – Check out & bus transfer to Vina del Mar

Afternoon - on your own

Evening - on your own

Sunday, March 7, 2010

On your own

Monday March 8, 2010

Morning – visit CSAV Chilean steamship company & port of Valparaiso

Afternoon – visit to Port

Tuesday March 9, 2010

Morning - visit a vineyard ie Colchagua Valley; (130 kilometers south of Santiago)

Afternoon - return to Santiago check in to hotel

Wednesday March 10, 2010

Morning – company visit

Afternoon – company visit

Evening - Free

Thursday March 11, 2010

Morning – company visit

Afternoon – company visit

Evening - Free

Friday March 12, 2010

Daytime – Free time (work on immersion paper will require access to internet & printer)

Evening – Farewell dinner

Saturday March 13, 2010

Morning – Check out at noon

**BID SCHEDULE
SERVICE CONTRACTS**

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
1			Planning International Trip For MBA Program to Santiago, Chile	\$	\$

Resident Contractor Preference _____

Resident Sub-Contractor Preference (2%) _____ Number of Sub- Contractors _____

Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Additional Points of Contact:

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