



Procurement and Travel Services

1902 N. Loop 499
Harlingen, TX 78550
Phone: 956-364-4554

Informal Bid
IFB No.: 17-DG-012 DHY-HAR-1
Harlingen Campus

Bid Opening Date: February 22, 2017, 2:00 p.m. CST

To facilitate your firm's participation in TSTC's bid process, we ask that you fill in the requested information below as acknowledgment that you have received the bid noted above. By doing this, we will also be able to provide notification to you of any addenda to this solicitation. A 'No Bid' response on this form will not preclude receipt of future invitations.

SECTION 1 – CONTACT INFORMATION

Vendor Name _____

Contact Person _____ Email _____

Phone _____ Fax _____

Address _____
(City, State, Zip)

SECTION 2 – INTEREST

Select One:

Yes, our company does have an interest in responding OR

We hereby submit a "NO BID" because:

1. We are not interested in selling through the bid process.
2. We are unable to prepare the bid in time to meet the bid due date.
3. We do not wish to bid under the TSTC Terms and Conditions

Objections: _____

4. We do not feel we can be competitive.
5. We cannot submit bid because of: _____
6. We do not wish to sell to a state agency.
7. We do not sell the goods or services as stated on the bid document.
8. Other: _____

SECTION 3 – ADDITIONAL INFORMATION

We wish to:

- Remain on the CMBL list
- Be deleted from the CMBL list

Please indicate if you are:

- HUB Non - HUB
- Interested in becoming a HUB

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GENERAL INFORMATION

INSTRUCTIONS

1. Review the entire document including terms and conditions
2. Submit page 1 and pricing sheet (pages 4) and addendum acknowledgement if any on page 5.

DESCRIPTION

Texas State Technical College is seeking bids from qualified vendors for different dental equipment.

SUBMISSION OF BIDS

Bids will be accepted until **Friday, February 22, 2017 at 2:00 p.m.** CST. Bid will received by email at danny.delagarza@tstc.edu Bids received after 2:00 p.m. CST will not be considered.

Daniel de la Garza, CTPM
Texas State Technical College
Administration/Industrial Technology Building I
Financial Services
1902 North Loop 499
Harlingen, Texas 78550

Bid prices must be firm for TSTC acceptance for 60 days from the submittal due date and the IFB document Submission shall be irrevocable from the close of the call until acceptance by TSTC or the passage of a period of 60 days, whichever shall occur first.

QUESTIONS and ADDENDUMS

All questions regarding this IFB must be submitted in writing to Daniel de la Garza, Director of Strategic Sourcing - Procurement and Travel Services at danny.delagarza@tstc.edu no later than Wednesday, **February 20, 2017** at 10:00 a.m. Any clarifications or interpretations of this IFB that materially affect or change its requirements will be issued by TSTC as an addendum. All such addenda are issued by TSTC before the Bid are due as part of the IFB and respondents shall acknowledge receipt of each addendum to the IFB in the Pricing Sheet.

BEST VALUE

In accordance with Education Code, 51.9335, in determining what the best value TSTC will consider the following:

- 1) Purchase price
- 2) Reputation of the vendor and of the vendor's goods or services
- 3) The quality of the vendor's goods and services
- 4) The extent to which the goods or services meets the institution's needs
- 5) The vendor's past relationship with the institution
- 6) The impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities
- 7) The total long-term cost to the institution of acquiring the vendor's goods and services; and/or
- 8) Any other relevant factor that a private business entity would consider in selecting a vendor

MULTIPLE AWARDS

One or more vendors can be selected for each or all of the items. The selection will be made based on best value option for the College.

Invoicing

Original invoices must be submitted in connection with all payments. To be a proper invoice that may be accepted and paid, the invoice must include the following information and/or attachments; Name and address of the vendor, vendor's invoice remittance address, Purchase order number authorizing the services, detailed breakdown of total price of the goods..

Each invoice is subject to review and approval by TSTC before payment will be processed. Normal payment processing time for services which have been completed or items that have been delivered to, and approved by TSTC is thirty (30) calendar days after receipt of a valid, uncontested invoice. TSTC will incur no penalty for late payment if payment is made in thirty (30) or fewer days from receipt of goods or services or receipt of an uncontested invoice. Uncontested invoice will match exactly with the Purchase Order issued by Procurement. Any changes made to the order must be reflected in a revised Invoice and or credit from the vendor and must match the revised Purchase Order. Payments shall be made consistent with Chapter 2251, Texas Government Code. Any orders identified as TPFA (Texas Public Finance Authority) are paid by TPFA on behalf of TSTC. TPFA will not pre-pay or make down payments for any orders placed by TSTC.

Any invoice that does not comply with the minimum requirements stated above may not be considered valid and may be subject to rejection and/or return to the contractor.

Invoices shall be submitted by mail to:

Texas State Technical College
Services Support Center Building
Procurement and Travel Services
1902 North Loop 499
Harlingen, Texas 78550

DELIVERY OF GOODS

Texas State Technical College
Services Support Center Building
Procurement and Travel Services
1902 North Loop 499
Harlingen, Texas 78550

PRICING SHEET

The Respondent must complete, sign and return this Pricing Sheet as part of their submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification. The undersigned, having carefully examined the scope of services and related documents, as prepared by Texas State Technical College as well as all other conditions affecting the cost and/or execution of the work, proposes to complete the work in accordance with said documents, of which this Bid is a part, for the following sum:

Item	Description	Model Number	Qty	Unit Price	Extend. Price	Estimated Lead-time
1	Schick 33 Size 1 Sensor W/9		2			
	Shipping		1			
	Discounts		1			
			TOTAL	\$		

Equal products are accepted upon review and approval of TSTC staff. Equal/substitute product information must be provided. Item must run seamlessly with Eaglesoft software.

ACKNOWLEDGEMENT OF ADDENDA

Respondent acknowledges receipt of the following addenda to the captioned IFB (initial if applicable):

Failure to properly acknowledge addenda may result in disqualification.

Addendum # _____	Issued _____	Initials: _____
Addendum # _____	Issued _____	Initials: _____
Addendum # _____	Issued _____	Initials: _____

Respectfully Submitted,

Respondent's Name: _____