DESCRIPTION: Interpreter Services

USING GOVERNMENTAL UNIT: TRI-COUNTY TECHNICAL COLLEGE

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **8/04/2016 2:00 PM**

QUESTIONS MUST BE RECEIVED BY: **8/01/2016 10:00 AM**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original and One (1) copy (marked 'copy')**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>PHYSICAL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-County Technical College</td>
<td>7900 US Highway 76</td>
</tr>
<tr>
<td>P.O. Box 587</td>
<td>Ruby Hicks Building Room 114</td>
</tr>
<tr>
<td>Pendleton, S.C. 29670</td>
<td>Pendleton, S.C. 29670</td>
</tr>
</tbody>
</table>

See "Submitting Your Offer" provision

CONFERENCE TYPE: N/A

DATE & TIME: N/A

As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

AWARD & AMENDMENTS

Award will be posted at [http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation/Award_Postings.xml](http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation/Award_Postings.xml) on or around **8/10/2016**. The award, this solicitation, and any amendments will also be posted on the website above.

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR

(Full legal name of business submitting the offer)

OFFEROR'S TYPE OF ENTITY:

(Check one)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation (tax-exempt)
- ☐ Corporate entity (not tax-exempt)
- ☐ Government entity (federal, state, or local)
- ☐ Other _________________________

AUTHORIZED SIGNATURE

(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

TITLE

(Business title of person signing above)

PRINTED NAME

(Printed name of person signing above)

DATE SIGNED

(See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION

(If offeror is a corporation, identify the state of Incorporation)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))
HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)

NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

Area Code - Number - Extension Facsimile

E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)

ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)

____ Payment Address same as Home Office Address

____ Payment Address same as Notice Address (check only one)

____ Order Address same as Home Office Address

____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause) 10 Calendar Days (%) 20 Calendar Days (%) 30 Calendar Days (%) ____ Calendar Days (%)

PREFERENCES - DO NOT APPLY TO THIS PROCUREMENT

PREFERENCES - DO NOT APPLY TO THIS PROCUREMENT

____ In-State Office Address same as Home Office Address

____ In-State Office Address same as Notice Address (check only one)

PAGE TWO (SEP 2009)  
End of PAGE TWO
Questions and Answers

1. Can companies from Outside USA can apply for this? (like, from India or Canada)
   Answer: Companies from outside the USA can apply as long as all requirements of the IFB are met.

2. Do we need to come over there for meetings?
   Answer: Interpreters will be required to be on campus for services.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
   Answer: Services may not be completed outside the USA, they need to be onsite.

4. Can we submit the proposals via email?
   Answer: Sealed bids are required and emailed bids will not be accepted.