



Request for Proposal - Amendment 1

Solicitation: TCTC-21-CNC Video&Photo
Date Issued: 8/3/2021
Procurement Officer: Matt Whitten
Phone: 864-646-1633
E-Mail Address: mwhitten@tctc.edu
Mailing Address: Tri-County Technical College
Purchasing Office RH280
7900 Highway 76
Pendleton SC 29670-8876

DESCRIPTION: Tri-County Technical College is seeking a company to produce video and photo stills for an awareness campaign centering on computer numeric control (CNC).

USING GOVERNMENTAL UNIT: Tri-County Technical College

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

TRI-COUNTY TECHNICAL COLLEGE
PURCHASING OFFICE
7900 Highway 76 (parcel post); PO Box 587 (USPS)
Pendleton SC 29670-8876

PHYSICAL ADDRESS:

TRI-COUNTY TECHNICAL COLLEGE
PURCHASING OFFICE - Ruby Hicks Suite 280
7900 Highway 76
Pendleton SC 29670-8876

SUBMIT OFFER BY (Opening Date/Time): 8/19/2021 2:00 PM (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: 8/10/2021 12:00 PM (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: ONE (1) Original Hardcopy Each Technical & Price Proposal marked "Original" and three (3) Hardcopies of the Technical Proposal marked "Copy".

CONFERENCE TYPE: Not Applicable

DATE & TIME:

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

LOCATION: Not Applicable

AWARD & AMENDMENTS

The award, this solicitation, any amendments, and any related notices will be posted at the following web address: www.tctc.edu/purchasing .

You must submit a signed copy of this form with Your Offer. By signing, 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. (See "Signing Your Offer" provision.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.

AUTHORIZED SIGNATURE

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

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

\_\_\_ Sole Proprietorship \_\_\_ Partnership \_\_\_ Other \_\_\_\_\_

\_\_\_ Corporate entity (not tax-exempt) \_\_\_ Corporation (tax-exempt) \_\_\_ Government entity (federal, state, or local)

**PAGE TWO**

**(Return Page Two with Your Offer)**

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (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)

<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address <b>(check only one)</b>	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b>
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**ACKNOWLEDGMENT OF AMENDMENTS**

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

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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**PREFERENCES - A NOTICE TO VENDORS: Please Note, preferences do not apply to this solicitation**

**PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please Note, preferences do not apply to this solicitation**

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

**Amendment 1 – Questions and Answers**

**Posted August 10, 2021**

- 1. Whether companies from Outside Canada can apply for this? (like, from India or USA)**

*A: Tri-County Technical College (The College) is located in the US. Yes, any company is welcome to submit a proposal, as long as all requirements of the Request for Proposal are met.*

- 2. Whether we need to come over there for meetings?**

*A: Yes, we do require face-to-face meeting with Tri-County Technical College representatives (as stated on page 13 of Request for Proposal document).*

*Please also note:*

*Any travel expenses should be included in the overall pricing, as it will not be paid as a reimbursement.*

- 3. Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)**

*A: The College is located in the US. No, the tasks involved will be On-site photography and Videography, and as such will need to be performed in the US (as stated on page 13 of Request for Proposal document).*

- 4. Can we submit the proposals via email?**

*A: No, the sealed bids must be submitted via mail, delivery company or in person by courier or company representative (as stated on cover page of Request for Proposal document).*