

**FURNISH AND DELIVER STRING INSTRUMENTS FOR THE HAWAII STATE
DEPARTMENT OF EDUCATION STEVENSON MIDDLE SCHOOL
IFB D23-164**

Chief Procurement Officer
Hawaii State Department of Education
Honolulu, Hawaii 96813

To Whom It May Concern:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications, Special Conditions, and General Conditions attached hereto and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) the undersigned is declaring the undersigned's offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) the undersigned is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: **(Check ✓ one only)**

- A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **OR**
 A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, and, if applicable, registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.
State of incorporation: _____

Offeror is:

- Sole Proprietor Partnership Corporation Joint Venture Other

Federal I.D. Number: _____ Hawaii General Tax License I.D. Number: _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Date: _____

Respectfully submitted:

Phone Number: _____

Authorized (Original) Signature

Fax Number: _____

Name and Title (Type or Print)

E-mail Address: _____

*

Exact Legal Name of Company (Offeror)

*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed: _____

Offeror: _____

EXHIBIT A

OFFEROR INFORMATION

Offeror shall provide the Exhibit A, including attachments if applicable, within three (3) business days from STATE's request.

A. MANUFACTURER, AUTHORIZED DISTRIBUTOR OR RESELLER

At the time of bidding, Offeror shall be a manufacturer or an authorized distributor or reseller of string instruments. As evidence of this, Offeror may be requested to provide documentation from the manufacturer which verifies Offeror's status as an authorized distributor or reseller.

Authorized Distributor or Reseller Documentation Attached Yes

B. OFFICE LOCATION

At the time of bidding, and throughout the contract and warranty period, Offeror shall be capable of providing and delivering the string instruments for the STATE. At the time of bidding and throughout the contract and warranty period, Offeror shall have an office on the island of Oahu from where business is conducted and from where the company is accessible to telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable.

Address Line 1 _____
Address Line 2 _____
Address Line 3 _____
Office Telephone Number _____
Other Phone Number _____

C. MAINTENANCE AND REPAIR SERVICE FACILITY

Offeror shall also be capable of providing warranty and maintenance service for the string instruments, either directly or through an independent qualified service provider.

If Offeror does not have the capacity to provide maintenance and repair services, Offeror shall arrange with a third-party provider to provide the STATE with maintenance and repair services. This third-party provider must have trained personnel based on the island of Oahu where business is conducted and must have access to an inventory of parts for the repair and maintenance of the string instruments offered.

The STATE reserves the right to inspect and evaluate the Offeror's Repair Service Facility or the Repair Service Facility of Offeror's chosen third-party service provider to determine acceptability under this requirement.

Offeror: _____

Company Name _____
Address Line 1 _____
Address Line 2 _____
Address Line 3 _____
Office Telephone Number _____
Other Phone Number _____
Business Hours _____

D. PERSONNEL

Offeror shall designate at least one (1) employee as the STATE point of contact (POC) for this contract. This individual shall be based in Hawaii and available during regular business hours, 7:45 a.m. to 4:30 p.m. HST, Monday through Friday excluding holidays, and shall be capable of answering questions, resolving problems, and provide follow-up assistance regarding and relating to the sale, warranty, servicing, maintenance, and repair of the string instruments.

POC Name _____
Telephone Number _____
Cell Number _____
Fax Number _____
Email Address _____