INVITATION TO BID
(Single Transaction for Capital Equipment)

Date:_______________  Requisition #______________

To:  ___________________________
   (Company name)

________________________
   (Address)

________________________
   (Attention)

You are hereby invited to submit a competitive bid for the equipment as specified; in accordance with the terms and conditions incorporated herein.

1.0 Equipment Specification

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2.0 Quantity Requirement

No. Required_________ Unit/Measure_________

3.0 Bid Price Offering

----Bid price for basic unit, F.O.B destination = $__________
----Bid price for specified accessories or peripheral equipment ( when specified ) = $__________
----Cost of installation (if applicable) = $__________
----Less Trade-in allowance (if applicable) = $__________
----Net bid offering = $__________
4.0 Shipping Terms

4.1 All shipments shall be F.O.B. Brown University, Providence, R.I.

4.2 Title to and risk of loss in transit shall remain with the seller until delivered to Brown in acceptable condition.

5.0 Delivery Date

5.1 Required delivery date:__________________

5.2 If a date is not specified above, please quote normal delivery as _______ days after receipt of order ( ARO ).

6.0 Manufacturer's warranties

6.1 The successful bidder warrants that it holds good title to the equipment; free of any liens and encumbrances.

6.2 The successful bidder further warrants that the equipment is free of defects in material and workmanship, is of "merchantable" quality, and generally fit for the purpose designed.

6.3 The successful bidder agrees to "cure" any defect or non-conformance with specifications within a reasonable time and at no cost to Brown University during the warranty period which shall run for a period of _______ months after delivery/installation. (please state)

6.4 If an extended service warranty is offered, please identify the term and indicate the proposed cost for such service _____________________________.

7.0 Installation Responsibilities

7.1 If installation is provided by the successful bidder, charges for this service must be noted in section 3.0.

7.2 The successful bidder, acting as the installer, shall provide a certificate of insurance evidencing coverage for general liability (personal injury + property damage), workers compensation, and other broad form coverage deemed acceptable to Brown University.

7.3 Brown University shall provide utility services such as; electrical, water, vacuum, drainage, etc.

7.4 The successful bidder shall provide engineering drawings/prints indicating dimensions, weight, capacity, electrical and/or other utility specifications, and rough-in drawings indicating pre-installation requirements when necessary.
7.5 The successful bidder will also provide two (2) copies of the operating and/or maintenance manuals.

8.0 Payment terms

8.1 Normal payment terms at Brown University are Net 30 days

8.2 Prompt payment terms of ______________ are offered

8.3 Progress payments (if applicable) will be considered only if tied to performance milestones

8.4 If "acceptance testing" is negotiated as part of a final contract, a minimum of 10% may be withheld pending final acceptance

9.0 Submission Instructions/Award Considerations

9.1 All bids must be submitted (in duplicate), signed by an authorized corporate official, and received not later than 5:00 P.M. on __________(Date) at the ______________office located at ________________________________.

9.2 All bids must be submitted "firm" for a period of sixty (60) days from the stipulated due date.

9.3 The University reserves the right to reject any or all bids.

9.4 The award will be made to the bidder presenting the best overall value as measured by level of compliance with specifications, terms and conditions, and price offering.

For the University                          Submitted by:

__________________________                        __________________________
(Signature)                                    (Signature)

__________________________                        __________________________
(Title)                                         (Title)

__________________________                        __________________________
(Department)                                    (Company Name)

__________________________                        __________________________
(Date)                                          (Date)