

REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

Dear Prospective Bidder,

For your review and consideration, please provide a Request for Quotation for the following items:

Qty	Manufacturer Number	Description	Unit Price	Extended Price	Confirmed IN-HOUSE Due Date
6	9326-607-405	Jabra GN9350e Wireless Headset			
6	14201-16	Jabra Line Adapter			

- **REQUESTED IN-HOUSE DUE DATE: , April 25, 2014**
Vendor must use a shipping method that will ensure all goods are received by the deadline.
- Prices shall include delivery and be quoted FOB: Delivered / Inside Delivery. **The Bidder shall not indicate separate shipping charges on its bid quotation.** Freight / shipping charges shall be amortized into the unit price for the items indicated. Bids which include separate shipping / freight charges will be deemed non-responsive and will not be reviewed.
- Bidders must specify and quote the brand indicated above (or an Authority approved equivalent). If the Bidder is offering alternate product to that which is specified, it is the Bidder's responsibility to provide detailed specifications, as well as brand, make and model information for the proposed alternate product with the quote. This information (i.e. product literature, brochures, etc.) must be marked to indicate those product specifications which differ from that of the specified item listed in this request for quote. The literature and product brochures must contain sufficient information to demonstrate that the proposed alternate being offered is equal to or superior to the product specified herein. The Authority, in its sole discretion, shall determine whether an alternate brand is acceptable.
- As an instrumentality of the State of New Jersey, **the New Jersey Economic Development Authority is tax exempt.**
- **The New Jersey Economic Development Authority's Standard Terms and Conditions (attached) shall apply to all orders.**
- **QUESTIONS shall be accepted, via e-mail, to nmeyers@njeda.com, until Wednesday, April 16, 2014 at 4:00 PM (EST). No phone calls please.**
- **BIDS SHALL BE SUBMITTED no later than 3:00 PM (EST) on Thursday, April 17, 2014, via e-mail to nmeyers@njeda.com . Your quote must be received by this deadline in order to be considered.**

Please be advised that the successful Bidder will be required to complete/submit compliance documents as required by law for this purchase. **Note: In the interest of time, the Bidder is requested to complete and submit the following compliance documents with the bid response.** A copy of each compliance form is attached for your use.

- **Affirmative Action verification –One (1)** of the following forms must be submitted (samples of which attached) (#3):
 - Form AA302 Employee Information Report; (This form is one that can be completed; instructions provided on sheet; or
 - Certificate of Employee Information Report; or
 - U.S. Department of Labor Federal Letter of Approval
- **New Jersey Business Registration Certificate (BRC)** (This form can be accessed on Division of Revenue's website): (#2)
- On-line Business Registration Certificate Service at:
https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp
- **Disclosure of Investment in Activities in Iran (#6)** (please complete and return per the instructions given);
- **Ownership Disclosure Form (#7, #7.1)** (please complete and return per the instructions given)

- **PL 2005. C.271 – Vendor Certification & Political Contribution Disclosure Form;**

Thank you for your anticipated attention to this matter.

Nancy C. Meyers
Procurement Officer
Internal Process Management Department
New Jersey Economic Development Authority (NJEDA)
P.O. Box 990
Trenton, New Jersey 08625-0990

Please consider the environment before printing this message

--

This message has been scanned for viruses and dangerous content by **MailScanner**, and is believed to be clean.

--

This message has been scanned for viruses and dangerous content by **MailScanner**, and is believed to be clean.