

RFP/RFI/RFQ INFORMATION AND INSTRUCTIONS

RTI International provides this web site as a service to our supplier community. While the Office of Purchasing will make every effort to insure that bid information is posted to the website in a timely and accurate manner, we offer no guarantee in this regard.

Questions regarding bid opportunities should be forwarded to the appropriate Office of Purchasing contact indicated on this site for response, referencing the appropriate RFP/RFI/RFQ number in all communications.

1. Suppliers are responsible for ensuring that they have obtained all RFP/RFI/RFQ documents and addenda posted to the web prior to the due date and time.
2. Notification of all addenda, questions and answers, etc. will be sent to all Suppliers participating in a specific sourcing process.
3. Response to an RFP/RFI/RFQ implies agreement with the "Bid Solicitation - Standard Terms and Conditions" included with the RFP/RFQ form. The standard terms and conditions will apply unless they conflict with specific terms and conditions in attachments or on the face of the RFP/RFQ. In this case, the specific terms and conditions will take precedence over the Bid Solicitation Standard Terms and Conditions.
4. Suppliers must have a current Supplier application on file in order to receive an award resulting from an RFQ/RFP. For instructions on how to file an application, visit the supplier application site at <http://www.rti.org/page.cfm?nav=15>.
5. If you are accessing this bid solicitation from our website, Acrobat Reader may be required to download some documents. The software to view and print Adobe Acrobat documents is available free from the Adobe Website. To get a free copy of the software, please visit <http://www.adobe.com/products/acrobat/readstep2.html>. RTI is not responsible for any problems caused by downloading this software in the unlikely event problems should occur.
6. RFP/RFQ solicitations that require the Supplier to receive blueprints, drawings, plans, samples or other documents that are not web-available will be noted accordingly. Suppliers will need to contact the appropriate RTI Purchasing contact indicated on the website to receive the additional materials required for these bids. In some instances you may be required to sign a non-disclosure agreement before receiving these documents.
7. All bids are due by conclusion of business on the date specified on the RFP/RFQ, unless otherwise noted. Method of submission will be indicated.
8. Bids may be withdrawn or modified upon written request from the properly identified bidder, prior to the date and hour scheduled for the closing of bids.

9. Each bid must be legible, properly signed, following specific instructions indicated in the RFP/RFQ. Prices are to be entered in spaces provided on the bid form and stated in units of quantity specified. Mathematical extensions and totals shall be indicated where required. In cases of errors to extensions or totals, the unit price will govern.
10. When brand names or trade names and model numbers are used in the RFP/RFQ and are followed by the words "or equal" or "or acceptable alternate", it is to provide reference to the quality, style, and features.
 - Alternate bids of substantially the same quality, style and features are invited. In order to receive full consideration, such alternate bids must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the offer and allow for a complete evaluation.
11. Any bid may be rejected as non-responsive in the judgment of RTI should any of the following occur:
 - Failure of bidder to sign appropriate bid forms;
 - Failure to submit required bid guaranty (when required);
 - Failure to furnish requested pricing or other information requested by RTI;
 - Submission of a late bid.
 - In addition, bids may be rejected for any other justifiable reason including, but not limited to, failure to perform on previous contracts with RTI International.
12. Documents pertaining to the bid solicitation (individual bids, proposals, etc.) and pertinent supplier lists are not public documents and are not available to view by other companies and/or firms.
13. RTI requires that at the conclusion of the selection process, the contents of the proposals will be placed in a private location and will not be public domain nor open to inspection by outside parties.
 - **IMPORTANT:** Trade secrets or proprietary/confidential information submitted by suppliers should be clearly identified and so noted in their proposal materials, which will be recognized as such and protected by RTI personnel and staff.

Directions to RTI's Office of Purchasing:

[\(directions and map\)](#)

800 Office Park (RTP, NC)

Directions to RTI Headquarters (RTP, NC)

[\(directions and map\)](#)

Main campus