

REQUEST FOR QUOTATION
**** THIS IS NOT AN ORDER ****

FOR REVIEW PURPOSES ONLY - SELECT "SUBMIT BID" ON PREVIOUS PAGE FOR OFFICIAL BID DOCUMENT.

Return Quotes To:

The University of Tennessee
 Purchasing Department
 615 McCallie Ave.
 Chattanooga , TN 37403

Vendor Address

Bidder # A33333
 University of T
 A RFQ BOARD COPY
 UT TN

Information

Date: 10/15/2009
 RFQ No: 7000075728
 Collective No: 10033380
 Return Quote By: 11/12/2009 1:30pm EST
 Promised Ship Date: (Furnish) _____
 Payment Terms: (Furnish) _____
 FOB UT Dest Unless Otherwise Specified Below

Buyer: Marcene Weddington
 Phone: 423-425-4463
 Fax: 423-425-5332

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
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REQUEST FOR PROPOSAL

UTC WILL RECEIVE PROPOSALS:

The University of Tennessee at Chattanooga will receive proposals at the Purchasing Department until the time stated above and will open them before directly interested parties.

HAND DELIVER PROPOSALS TO:

The University of Tennessee at Chattanooga
 Business Services (Purchasing) Department
 202 Race Hall
 612 Oak Street
 Chattanooga, TN 37403

MAIL PROPOSALS TO:

The University of Tennessee at Chattanooga
 Purchasing Department
 Dept 4104
 615 McCallie Avenue
 Chattanooga, TN 37403

PROPOSAL SUBMISSION:

PROPOSER SHALL SUBMIT ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL PRIOR TO THE CLOSING DATE AND TIME SHOWN ABOVE.

PROPOSER WILL NOT SUPPLY PRICE OR COST INFORMATION IN THE (UNIT PRICE) OR (AMOUNT) COLUMNS OF THIS PAGE.

TECHNICAL PROPOSALS AND COST PROPOSALS SHALL BE SUBMITTED IN SEPARATE SEALED ENVELOPES.

00001	1	LOT	2010 EMBA International Trip	_____	_____
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Executive MBA international trip to Berlin/Wolfsburg and Prague April 28 - May 8, 2010 per Specifications attached.

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Manufacturer _____ # _____

Warranty _____

UTC'S TECHNICAL CONTACT:

PURCHASING QUESTIONS: MARCENE WEDDINGTON (423) 425-4463

TECHNICAL QUESTIONS: ELIZABETH BELL (423) 425-2326

ADVANCE/PARTIAL PAYMENT REQUESTS:

Should bidder request, as part of his proposal, either a partial payment, advance payment(s) prior to the completion of work, an Irrevocable Standby Letter of Credit shall be required to secure re-payment of all such amounts in the event of a default in or non-performance of the bidder's obligations to the University. This Letter of Credit shall be in a form acceptable to the University from a state or national bank authorized and doing business in the state of Tennessee and shall be issued to the University, as beneficiary, prior to any such payment(s) by the University. Bidder can conform to the above:
 yes____no____

NOTICE TO AIR LINES:

The attached notification can be used by bidder to send to airlines to allow for a fair and competitive bidding solicitation, if needed.

EVALUATION CRITERIA:

The University will evaluate your proposal based on the following criteria:

- Specifications - Up to 25 points
- Itinerary - Up to 25 points
- Price - Up to 25 points
- References - Up to 25 points

REFERENCES:

Bidder must cite at least three (3) tours (in space below) which are comparable in nature to that specified herein and performed in the last three (3) years.

1. Project _____

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	Amount	_____			
	Contact Name	_____			
	Phone No.	_____			
	Fax No.	_____			
2.	Project	_____			
	Location	_____			
	Amount	_____			
	Contact Name	_____			
	Phone No.	_____			
	Fax No.	_____			
3.	Project	_____			
	Location	_____			
	Amount	_____			
	Contact Name	_____			
	Phone No.	_____			
	Fax No.	_____			

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CONTRACT SERVICES INSURANCE:
 CERTIFICATE OF INSURANCE- The successful bidder shall file with the Purchasing Department of The University of Tennessee at Chattanooga, prior to commencing service, an appropriate certificate of insurance, evidencing compliance with the (applicable) insurance requirements cited below and/or as contained in the bid specifications. Each policy shall contain a requirement that, in the event of change or cancellation, twenty (20) days prior written notice must be sent by mail to the Purchasing Department of The University of Tennessee at Chattanooga, Chattanooga, Tennessee 37403. Each shall contain a provision waiving any right of subrogation against The University of Tennessee at Chattanooga which might arise by reason of any payment under the policies.

Insurance must be equal to or greater than the state of Tennessee minimums.

ADDITIONAL INSURED- The certificate of insurance shall name the University of Tennessee as an additional insured under the required policies of liability insurance set forth in the insurance requirements of the specifications.

INSURANCE REQUIREMENT- The successful bidder who provides products and services must have the following insurance coverage:

- A. Workers compensation and industrial diseases insurance in the statutory amounts, and employers liability in the amount of \$500,000.
- B. General liability insurance or comprehensive general liability insurance, including contractual liability, products/completed operation, and contractors broad form liability in an amount equal to \$1,000,000 combined single limits of liability.
- C. Automobile liability insurance, including non-owned and hired automobiles, in an amount equal to \$500,000 combined single limits of liability.
- D. In the event the university is soliciting bids for chartered ground transportation services for vehicles with the capacity of 16 or more passengers, the university will require automobile liability insurance, including non-owned and hired automobiles, in an amount equal to \$5,000,000 combined single limits of liability.

Such insurance shall be written by insurers acceptable to the University Of Tennessee. The certificate of insurance shall indicate whether the policies of insurance are written on a claims-made or on an occurrence basis.

AWARD CONSIDERATION:

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The University reserves the right to issue any resulting order with the firm whose proposal in the University's judgment most nearly conforms to the University's specifications and will best serve the needs of the University as described herein. The University will consider as factors in the award decision, price, warranty, service, financial capability, compliance with specifications/intent, availability to perform, and other parameters relevant to the University's needs. UTC reserves the right to waive all technicalities in selecting or rejecting any or all bids which satisfy or fail to satisfy respectively, the University's best interests.

The University further reserves the right to split its requirements for subject items if such represents the best interests of the University.

On occasion, the University may require clarification and explanation from responsive offers during bid evaluations and analyses. In such events, the University reserves the right to conduct such deliberations and negotiations with any or all bidders to ensure a complete understanding of the University's intent and expectations for the project sought.

ACKNOWLEDGEMENT OF ADDENDUM

In the event that an addendum or bulletin or a supplemental drawing(s) is issued, the bidder must acknowledge receipt of same in his/her proposal.

DECLARATION STATEMENT:

The respondent hereby states that he, his employees, agents, independent contractors and proposed contractors have_____, or have not_____ (please indicate appropriate answer and be specific) been convicted, or either pled guilty or "nolo contendere" to any contract crime. If your response is affirmative, please explain circumstances and the occasion.

Failure to complete this statement shall be cause for your proposal being considered non-responsive to this Request for Proposal and subject to rejection.

TENNESSEE LAW:

All vendors must comply with the laws of Tennessee which require such person or entity to be authorized and/or licensed to do business in this state. Applicable statutes may exempt or exclude the successful vendor from requirements that it may be authorized and/or licensed to do business in this state. Notwithstanding this fact, all matters and disputes arising or to arise under the contract and performance thereof shall be subject to the jurisdiction and process of the courts of the state of Tennessee, including any questions as to liability for taxes, licenses or fees levied by the state or its political subdivisions.

ATTACHMENTS:

Bidder shall be responsible to comply with the referenced or attached documents that are made a part hereof.

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1.			General Proposal Conditions*		
2.			Special Proposal Conditions*		
3.			Specifications (2 pages)*		
4.			"Notice to Airlines"*		

*These documents are found online at <http://www.utc.edu/purchasing/>. If you are unable to access these documents, contact UTC Purchasing Department at (423) 425-4461 and hard copies will be provided.

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IF THE BIDDER TAKES EXCEPTION TO ANYTHING IN THE SPECIFICATIONS OR TERMS AND CONDITIONS, THE EXCEPTION MUST BE LISTED BELOW. IF NECESSARY, YOU MAY SUPPLEMENT YOUR COMMENTS WITH AN ATTACHEMENT LISTING YOUR EXCEPTIONS. IF NO EXCEPTIONS ARE TAKEN, WRITE "NONE" IN THE AREA FURNISHED BELOW. IF NO COMMENTS ARE FURNISHED, IT WILL BE ASSUMED THAT NO EXCEPTIONS ARE BEING TAKEN.

CERTIFICATION: MY COMPANY IS CLASSIFIED AS A:

NOTE: It will be assumed that business category is large if no response is furnished.

LARGE BUSINESS _____ SMALL BUSINESS _____ WOMAN OWNED _____

PLEASE INDICATE BELOW ONLY IF YOUR FIRM IS AT LEAST 51 PERCENT OWNED BY A MEMBER(S) OF THE FOLLOWING GROUPS

BLACK AMERICAN _____ HISPANIC AMERICAN _____ ASIAN PACIFIC AMERICAN _____ NATIVE AMERICAN _____ ASIAN INDIAN AMERICAN _____

IT IS UNDERSTOOD AND AGREED THAT THIS BID, WHEN CERTIFIED BY AN AUTHORIZED SIGNATURE, SHALL CONSTITUTE AN OFFER WHICH WHEN ACCEPTED IN WRITING BY THE UNIVERSITY'S PURCHASING DEPARTMENT AND SUBJECT TO THE TERMS AND CONDITIONS OF SUCH ACCEPTANCE, WILL CONSTITUTE A VALID AND BINDING CONTRACT BETWEEN THE UNIVERSITY OF TENNESSEE AND THE BIDDER/CONTRACTOR SUBMITTING SUCH OFFERING.

WE OFFER TO SELL TO YOU THE ABOVE MATERIAL(S) OR SERVICES AT THE PRICE AND TERMS SPECIFIED HERON AND IN ACCORDANCE WITH THE UNIVERSITY'S GENERAL AND ANY SPECIAL BID CONDITIONS FURNISHED AND INCORPORATED INTO THIS DOCUMENT. ALL EXCEPTIONS, ALTERNATIVE MATERIALS, OR SPECIFICATIONS IF ANY HAVE BEEN CLEARLY INDICATED. IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST FOR QUOTATION, CONTACT THE BUYER AT THE ADDRESS OR TELEPHONE NUMBER SHOWN ABOVE.

WHEN OFFERING A "NO BID", PLEASE INDICATE YOUR REASON(S) BELOW AND RETURN THIS INFORMATION WITH YOUR RESPONSE.

_____ DO NOT HANDLE THIS TYPE EQUIPMENT _____ CANNOT MEET SPECIFICATIONS
 _____ CANNOT MEET REQUIRED DELIVERY _____ MATERIALS NOT AVAILABLE
 _____ OTHER (SPECIFY) _____

IN COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 878, PUBLIC ACTS OF 2006, THE CONTRACTOR HEREBY ATTESTS THAT THE CONTRACTOR SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT AND SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF ANY SUBCONTRACTOR WHO WILL UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT.

ALL FIRMS WISHING TO DO BUSINESS WITH THE UNIVERSITY MUST LIST THEIR FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. (IF INDIVIDUAL) IN THE SPACE PROVIDED:

TAX ID OR SSN: _____

 (Signature)

 (Date)

 (Printed Name and Company Name)

 (Title)

 (Telephone #, Toll free if available)

 (FAX #)

 (E-Mail Address)

 (WEB Site Address)

**UTC COLLEGE OF BUSINESS
EXECUTIVE MBA EDUCATIONAL TRIP
Berlin/Wolfsburg and Prague
April 28 – May 8, 2010**

The trip should begin with a departure from Chattanooga to Berlin, and end with a return from Prague to Chattanooga. Hotel is required for 4 nights in Berlin, 1 night in Wolfsburg and 3 nights in Prague. Please include a coach from Berlin to Wolfsburg and transportation from Wolfsburg to Prague, including options for 1) return coach to Berlin and a direct flight to Prague and 2) train from Wolfsburg to Prague.

SPECIFICATIONS

Trip requirements for approximately 25 to 35 participants and spouses (15-20 educational participants, 10-15 spouses).

GROUND TRANSPORTATION

1. Round-trip coach transfers between hotels/airports to sites visited as a group, including travel from Berlin to Wolfsburg.
2. Luggage Handling included – 2 bags each.
3. Gratuity for drivers/handlers/guides included.

AIR TRANSPORTATION

1. Round-trip Coach Airfare
2. Overnight flight for all travelers from either Chattanooga or Atlanta (please quote both departure cities including ground transportation from Chattanooga to Atlanta) to Berlin. Flights should not exceed 12 hours, including connections/layovers, and flights with no more than 1 connection. Direct flights from Atlanta are very desirable.
3. Include a direct flight from Berlin to Prague (with coach return from Wolfsburg to Berlin) or alternatively a train from Wolfsburg to Prague.
4. Return flight to either Chattanooga or Atlanta (please quote both cities including ground transportation to Chattanooga) from Prague. Flights should not exceed 12 hours, including connections/layovers, and flights with no more than 1 connection. Direct flights to Atlanta are very desirable.
5. Luggage handling included – 2 bags each.

ACCOMMODATIONS

Hotel **MUST** meet the following minimum requirements:

1. Four star-rated property
2. Each guestroom with its own bathroom with shower.
3. The hotel must have a restaurant capable of serving a full breakfast.
4. The hotels must be centrally located
5. Before bidding on the trip, the vendor should confirm the hotel meets all qualifications and provide hotel name with web address.

MEALS

1. Full breakfast for all travelers provided each day at hotels in all cities.
2. Lunch and dinner meals as included in itinerary must include drinks.

ITINERARY

1. Itinerary should include a cultural tour of Berlin and Prague and a 5 day educational / business visit itinerary. Spousal participation is limited to include cultural tours and group dinner events.
2. Itinerary should include:
 - 8 nights: 4 nights in Berlin, 1 night in Wolfsburg and 3 nights in Prague
 - Reservations and tickets/admission for sites/meetings as provided in the itinerary.
 - 5 group lunches as part of educational itinerary (participants only).
 - Group dinners for 3 nights (participants and spouses) – Welcome dinner on arrival day, day before departure and one other evening.
 - Tour guide in each location and to accompany the educational/business visits.
 - Gratuity for all tour guides included.
3. The educational / business visit curriculum is TBD, but should include the following.
 - We would like to have a half day lecture at a local university in Berlin and Prague covering the local business environment.
 - This would be followed by 2 business visits each in Berlin and Prague.
 - The university will schedule business visits in Wolfsburg with Volkswagen.
 - Business visits should include members of management who can speak to the opportunities and challenges they find in operating their business in their respective countries.
 - We do not want any visits to embassies or government agencies.

PRICING

1. Please include two separate prices: 1 (one) price per participant and 1(one) price per spouse. Please quote individual hotel rooms for participants and quote the spouse price as incremental cost assuming sharing hotel with participant.
2. Please include pricing with a minimum of 20 attendees and for 25, 30 and 35 attendees.
3. When submitting bid, vendor should submit price per person in US dollars or if using local currency, the applicable exchange rate which quote is based on. Also, please include cost to lock in based on current rates.
4. Pricing quote should be submitted in separate, sealed envelopes.



THE UNIVERSITY of TENNESSEE at
CHATTANOOGA

Business Services (Purchasing)
202 Race Hall Dept 4104
615 McCallie Avenue
Chattanooga, TN 37403-2598
(423) 425-4461
(423) 425-5332 fax
www.utc.edu

NOTICE TO ALL AIRLINES

**COLLECTIVE #10033380
10/15/09**

RE: ALL AIRLINES AND CARRIERS SOLICITED BY UTC'S BIDDER(S) FOR
UTC'S SCHOOL OF BUSINESS MBA INTERNATIONAL TRIP TO
BERLIN/WOLFSBURG AND PRAGUE ON APRIL 28 – MAY 8, 2010

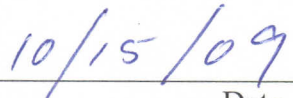
The University requests that all airlines being solicited by bidders (solicited by UTC) to honor all requests from the various bidders soliciting the various airlines for price information for the subject trip for and on behalf of UTC.

This is an **open bid** request, therefore, all UTC bidders should be afforded identical, fair and equal treatment in this endeavor by all air carriers solicited by UTC's bidders.

If you have questions, contact Charles Scott of Business Services, The University of Tennessee at Chattanooga at (423) 425-4712 for verification or confirmation of this condition.



Charles Scott
Manager, Business Services (Purchasing)



Date