

## Invitation to Bid (ITB) Overview

Sealed bids for Delaware State University **3D Metal Printer - Contract No. 19-03-28-02** will be received addressed to Zafar Chaudhry, Associate Vice President, Delaware State University, Room No. 103, Facilities Management Building, Delaware State University, 1200 North DuPont Highway, Dover, DE. Bidder bears the risk of late delivery or delivery at any wrong or other location of the University other than specified in the ITB document. Any bid received after the stated time and place will not be entertained. The outer envelope should clearly indicate: "**3D Metal Printer - Contract No. 19-03-28-02 – Bid opening date and time.**"

### Summary of Events and Dates:

The proposed schedule of events subject to the ITB is outlined below:

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| • <b>Deadline for Questions</b>            | <b>March 11, 2019 at 10:00 AM (Local Time)</b> |
| • <b>Response to Questions Posted by</b>   | <b>March 26, 2019</b>                          |
| • <b>Deadline for Receipt of Proposals</b> | <b>April 09, 2019 at 3:00 PM (Local Time)</b>  |
| • <b>Contractor Selection Date</b>         | <b>TBD</b>                                     |
| • <b>Anticipated Contract Start</b>        | <b>May 01, 2019</b>                            |

\* **Each date subject to change. Times listed above are local time in the State of Delaware.**

**Note:** All questions shall be in writing and submitted via email to Zafar Chaudhry at [zchaudhry@desu.edu](mailto:zchaudhry@desu.edu) prior to the deadline including time and date listed above.

**In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly including but not limited to all attachments and bid submission form.**

Please review and follow completely the information and instructions contained in this Invitation to Bid (ITB) document.

**Bidder bears the risk of incomplete response, late delivery or delivery at wrong location of the University other than specified in this ITB.**

**Each proposal must be submitted with one original paper copy and one electronic copy on USB memory stick. However, if you submit your complete bid package electronically to [zchaudhry@desu.edu](mailto:zchaudhry@desu.edu) you fully take the responsibility to receive confirmation from the University's designated person prior to the bid opening date and time that your bid has been received. If you do not receive such confirmation from the University's designated person, University will not be liable to consider your bid document.**

There will be a **NO** mandatory pre-bid meeting.

**Bid bond requirement for this ITB has been waived.**

The term of the contract between the successful bidder and the University shall be for **one (1) year**.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Delaware State University reserves the right to reject any or all bids and to waive any informalities therein.

**END OF ADVERTISEMENT FOR BIDS**