



Instructions to Vendors – Goods & Services - Bids

YOU MAY NOT SUBMIT YOUR BID ELECTRONICALLY. YOU MUST PRINT OUT THE FOLLOWING REQUEST FOR QUOTATION AND ANY ADDENDA ISSUED IN CONNECTION WITH THIS SOLICITATION AND PHYSICALLY SUBMIT THE COMPLETED REQUEST FOR QUOTATION DOCUMENT. THIS DOCUMENT MUST INCLUDE YOUR PRICES AND MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF YOUR FIRM, WITH ALL ADDENDA INITIALED BY SAID PERSON. FAILURE TO SUBMIT THE COMPLETED REQUEST FOR QUOTATION AND INITIALED ADDENDA MAY MAKE YOUR SUBMISSION NON RESPONSIVE AND INELIGIBLE FOR AWARD. ADDENDA, IF ANY, WILL BE POSTED ON THIS WEB SITE. IT IS THE BIDDER'S RESPONSIBILITY TO CHECK THIS WEB SITE FOR ADDENDA.

ALL BIDS MUST BE RECEIVED BY THE BID CUSTODIAN ON OR BEFORE 11AM ON THE DUE DATE SPECIFIED ON THE DOCUMENT, AT WHICH TIME THEY WILL BE PUBLICLY OPENED AND READ.

BIDS THAT ARE NOT RECEIVED BY THE BID CUSTODIAN BY THE SCHEDULED BID OPENING DATE AND TIME WILL BE CONSIDERED LATE.

THIS APPLIES TO BIDS SENT BY MAIL AS WELL AS TO THOSE DELIVERED BY HAND.

IF A VENDOR CHOOSES TO USE SPECIAL DELIVERY SERVICE IT WILL BE THE RESPONSIBILITY OF THE VENDOR TO ENSURE THAT THE BID IS DELIVERED DIRECTLY TO THE BID CUSTODIAN.

LEAVE THE BID DOCUMENT INTACT. DO NOT REMOVE PAGES.

IF YOU WISH TO HAND DELIVER YOUR BID/PROPOSAL OR ATTEND THE FORMAL BID OPENING YOU WILL NEED VALID PHOTO IDENTIFICATION TO GAIN ACCESS INTO THE BUILDING. REMEMBER TO ALLOW EXTRA TIME FOR DELAYS SUCH AS THOSE DUE TO TRAFFIC AND/OR BUILDING SECURITY.

IN PREPARING YOUR SUBMISSION ENVELOPE/PACKAGE

YOU MUST CLEARLY STATE THE 'BID ENCLOSED' & THE BID NUMBER, ON THE OUTSIDE OF THE ENVELOPE/ PACKAGE. THIS INCLUDES ANY EXPRESS PACKAGING USED. FAILURE TO DO SO MAY DELAY IDENTIFICATION AND/ OR MISDIRECT AND DISQUALIFY YOUR SUBMISSION.



SAMPLE ADDRESSING FOR BID ENVELOPE :

Collective Solicitation Number & Due Date– This is the number and date uniquely assigned to this Solicitation and is found on the bid document – upper right hand box. The number usually begins with a series of zeros.

Vendor Number -Include your Port Authority of NY & NJ -Vendor Number – If you re-registered through our online registration process, you received your vendor number at that time. If you have not yet registered or re-registered please go to <https://panynjprocure.com/Savvi.asp> and follow the on line steps to register or re-register.

Company Name and Address – Note this is your LEGAL name (for payment and other legal purposes) and must match your vendor number information.

No. **[Enter Solicitation Number here], DUE [Date]**

Company Name **[Enter your Vendor Number]**

Company Address

Company City, State, Zip

**Bid Document Enclosed
The Port Authority of NY & NJ
Attn: Purchasing Bid Custodian
One Madison Avenue, 7th Floor
New York, N.Y. 10010**