



Instructions to Vendors – Goods and Services - RFPs

YOU MAY NOT SUBMIT YOUR RFP ELECTRONICALLY. YOU MUST PRINT OUT THE FOLLOWING REQUEST FOR PROPOSAL AND ANY ADDENDA ISSUED IN CONNECTION WITH THIS SOLICITATION AND PHYSICALLY SUBMIT THE COMPLETED REQUEST FOR PROPOSAL DOCUMENT, AS INSTRUCTED IN THE DOCUMENT. THE DOCUMENT MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF YOUR FIRM, WITH ALL ADDENDA INITIALED BY SAID PERSON. FAILURE TO SUBMIT THE COMPLETED REQUEST FOR PROPOSAL 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 PROPOSER'S RESPONSIBILITY TO CHECK THIS WEB SITE FOR ADDENDA.

ALL RFPs MUST BE RECEIVED BY THE RFP CUSTODIAN ON OR BEFORE 2 PM ON THE DUE DATE SPECIFIED IN THE DOCUMENT.

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

THIS APPLIES TO RFPs 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 RFP IS DELIVERED DIRECTLY TO THE RFP CUSTODIAN.

IF YOU WISH TO HAND DELIVER YOUR PROPOSAL, 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 PACKAGE

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



THE PORT AUTHORITY OF NY & NJ

SAMPLE ADDRESSING FOR RFP PACKAGE:

Solicitation Number & Due Date– This is the number and date uniquely assigned to this Solicitation and is found in the RFP document.

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

No. **[Enter Solicitation Number here]**, DUE **[Date]**
Company Name **[Enter your Vendor Number]**
Company Address
Company City, State, Zip

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