

# INSTRUCTIONS TO BIDDER

PL-140 (04/15)

Please furnish the following data in accordance with the instructions contained herein along with any other special instructions/specifications attached. The following is a listing of ***minimum requirements***.

## BIDDER DATA

- Address
- Telephone No.
- Printed Name Title and Signature of person preparing the quotation.
- Bidder Reference No.
- Fax No.
- Email

## QUOTATION DATA

- Total Price
- Bid Validity Period
- Separate Pricing for Inspection, NMR's, Incidental Services and Transportation.
- Payment Terms
- Shipping and Packing Terms
- Country of Origin of Goods

## LINE ITEM DATA

- Unit Cost
- Complete Name and Address of the Manufacturer (**Actual Plant Location**)
- Complete Manufacturer Data for Equivalent or Change In Specifications
- Gross Weight & Cube

## 1. SPECIAL INSTRUCTIONS

- 1.1 Please sign each of the attached sheets upon which the Bidder quotes. Each alteration you make on your bid **must be** initialed by the person who signs the bid. Failure to initial alterations may result in disqualification of your bid.
- 1.2 Should Bidder elect to **"No Bid"** this inquiry, **please return the quotation request with your stated reason for not quoting.**
- 1.3 Quotations must be received on or before 12 midnight on the bid closing date. Hand delivered bids will be accepted 24/7 in the AACO lobby box 1200 Smith Street, Houston, TX 77002. Late bids, for whatever reason, will not be considered.  
  
**Note:** If hand delivery bid package exceeds (3-1/2 inches thick x 13-1/2 inches wide) the bid must be delivered to the AACO Buying Team during normal business hours Monday thru Thursday 7:00 a.m. 4:00 p.m.
- 1.4 For each item quoted, please furnish name and location (city, state, and country) of the manufacturer of the goods. Failure to comply may disqualify that line item from consideration.
- 1.5 It is our intent to provide proper article descriptions and to secure the advantages inherent in utilizing readily available, standard products and standard package units of such products. If you discern instances where AACO can benefit by considering changes in descriptions, specifications, package sizes, etc., we would appreciate your bringing them to our attention.

## 2. PRICE CONSIDERATIONS

- 2.1 All purchases made by Buyer are for direct export from the United States. Bidder's quotation of a price should exclude any element of cost representing Federal excise taxes, import tariffs, city or state sales taxes or of customs duty draw-backs obtainable by Vendor.
- 2.2 Unless otherwise specified, Bidder's proposal is to be on a firm price basis through delivery.
- 2.3 Please quote cost based on normal delivery time.
- 2.4 Quote each item as specified in the Request for Quotation. Do not quote a lot price for several items.

Quotation must contain a clearly written statement that the material offered meets all the requirements, specifications, and standards referenced in this request for quotation.

Where a quotation is submitted for an equivalent product, Bidder's proposal must expressly state "Equivalent" and descriptive technical literature must accompany said proposal. List in detail the specific exceptions. Failure to comply may disqualify that line item from consideration.

Due to lack of information as to technical acceptability of foreign manufactured material, only material manufactured in the United States and/or Canada is normally considered acceptable. Vendor shall not supply goods manufactured outside of the United States and/or Canada without the express written agreement of Buyer.

- 3. COMMERCIAL TERMS:** Subject to AACO's Standard Terms and Conditions (T&C s) of Purchase, form PL-102, submit best unit prices...

3.1 FCA VENDOR'S WAREHOUSE, (City), (State)

3.2 CPT AACO PACKER/AIR CARGO TERMINAL

3.3 OTHER TERMS AGREED UPON BY BUYER AND SELLER

#### **4. PACKING**

Bidder's quotation shall be based on the attached packing specifications (AACO 8314-0 and 8444 series, if applicable).

- 5. SHIPPING INFORMATION:** FCA VENDOR'S WAREHOUSE  
(City), (State)

**BIDDER MUST:** Quote a price to include the following:

- a) Vendor to bear all risk of loss of or damage to Goods until Goods have been delivered to Buyer. (For other risks to be borne by Vendor, see AACO's Standard T&C s of Purchase, Form PL-102.)
- b) Cost of loading for inland transportation (truck, rail car, or aircraft).
- c) Shipment in accordance with AACO's Shipping Instructions, form AACO 1059-4/1059-5.

**BUYER MUST:**

- a) Pay freight charges from facility identified in the shipping term to the delivery point.
- b) Pay handling and other charges at port of export/airport and all transportation charges to overseas destination.
- c) Subject to AACO's Standard T&C s of Purchase, form PL-102, become responsible for loss or damage incurred after delivery to carrier.

- 5.2 SHIPPING TERM B:** CPT AACO DESIGNATED FACILITY

**BIDDER MUST:** Quote a price to include the following:

- a) Vendor to bear all risk of loss of or damage to Goods until Goods have been delivered to Buyer. (For other risks to be borne by Vendor, see AACO's Standard T&C s of Purchase, Form PL-102.)
- b) Cost of loading for inland transportation (truck, rail car, or aircraft).
- c) Vendor to pay freight cost to Buyer's facility.

**BUYER MUST:**

- a) Accept conforming delivery at its facility.
- b) Pay all wharfage, handling and additional transportation costs at named port of export and all transportation charges to overseas destination for marine shipments or pay air cargo agent handling charges and pay handling and other charges at airport and all transportation charges to overseas destination for air shipments.
- c) Subject to AACO's Standard T&C s of Purchase, form PL-102, become responsible for loss or damage incurred after delivery at its facility.

#### **6. SHIPPING METHOD**

AACO's Vendor Invoice and Shipping Instructions, form AACO 1059-4.