



Greenville Technical College

**Request for Written Quotes
Amendment 1-Questions & Answers**

Solicitation Number: GTC-25-04-309RFQ

Date Issued: April 21, 2025

Procurement Officer: Kristal Doherty

Phone: (864) 250-8417

E-Mail Address: Kristal.Doherty@gvltec.edu

Mailing Address: PO Box 5616 Greenville, SC 29606

DESCRIPTION: Travel Services for Student Trip to Philadelphia, PA

USING DEPARTMENT UNIT: Upward Bound

The Term "Offer" Means Your "Bid" or "Proposal". Solicitation Number must appear on your quote.

SUBMIT YOUR OFFER TO: Kristal.Doherty@gvltec.edu

SUBMIT QUOTE BY (Opening Date/Time): 04/25/2025 @ 1:00 PM

QUESTIONS MUST BE RECEIVED BY: **04/21/2025 @ 5:00 PM**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) copy to be emailed to Kristal.doherty@gvltec.edu**

By submitting a quote, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

AMENDMENTS TO SOLICITATION (JAN 2004)

All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

www.gvltec.edu/purchasing/

- (a) The Solicitation may be amended at any time prior to opening.*
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.*
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]*

Following are the Questions received and Answers:

Clarification: The travel agency is responsible for scheduling all activities listed on the itinerary and is responsible for any costs associated with these activities. The total cost of Offeror's quote must include these costs.

- 1. Have the campus visits been scheduled and confirmed?
The visits have not been scheduled and confirmed.
- 2. If not, will the program director be coordinating the visits, or will this responsibility fall to the travel agent?
The travel agency will be responsible for scheduling tours.
- 3. Would you be interested in including an on-campus dining experience during any of your campus visits?
We do not want to eat on campus.
- 4. Are you looking to utilize local tour guides at specific sites only or have an additional dedicated guide accompany the group each day of the trip?
We would like to have a guide accompany the group each day of the trip.
- 5. I noticed the program will be providing breakfast on the day of departure - will that be a prepackaged meal to eat on the bus, or will there be a stop scheduled for it?
The breakfast will be a packaged meal to eat on the bus.
- 6. How many hours of overnight security coverage would you like?
Security is required from 11PM-7AM.

7. Does anyone have any special needs or requirements? **N/A**
8. When do you anticipate making a decision, and when will the awarded contractor be notified?
We hope to make an award and notify the awarded contract by May 2nd.