

Submission Instructions for Suppliers

63-JGD10232 Food Products and Distribution Services

BIDS DUE: 2:00PM on Thursday, October 5th, 2017

MANDATORY PREPROPOSAL CONF: 10:00AM on Wednesday, August 30th, 2017

Please follow these instructions to submit via the Bonfire Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	Required
Addenda--if issued and required for return	File Type: PDF (.pdf)	Multiple	Optional
Appendix A-1: NC State Market Basket	File Type: Excel (.xls, .xlsx)	Multiple	Required
Appendix A-2: USC Market Basket	File Type: Excel (.xls, .xlsx)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://ncsu.bonfirehub.com/opportunities/4581>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Oct 05, 2017 2:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

NC State University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

For NC State Purchasing processes or specification questions, please bring questions to Mandatory Preproposal Conference on August 30th 2017.