

NOTICE TO OFFERORS

PROPOSAL FORMS for Request for Proposals (RFP) No. 16-0360, Graphic Design Services for Annual Research Report, will be available from and received in the OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, no later than **2:30 p.m., March 18, 2016**. Proposals received after the time and date fixed for submission will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request a copy of the RFP to be sent via U.S. Postal Service by providing the vendor's name, address, contact person and telephone number. If express shipment is desired, requests must be submitted in writing with an account number, BILLABLE TO THE RECEIVER, and an authorized signature. Requests may be transmitted via facsimile, (808) 956-2093. Direct all questions to Michele Elmore, (808) 956-2122.

David Lassner
President, University of Hawaii

Posting Date: February 18, 2016

Vendors downloading the RFP shall be responsible for notifying the Procurement Specialist, Michele Elmore (e-mail: mselmore@hawaii.edu; fax: [808] 956-2093) so that the name, address, phone number, fax number, and e-mail address of the vendor can be listed on the University's register for the purpose of notification of any amendments to the RFP which are issued.

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