



C.I. Health Services Authority – 2010-11 Tender Document

Instructions for completing Tender

1. **ALL TENDERS MUST BE RETURNED ON COMPACT DISC (CD).** CD is to be placed in an envelope with required documentation and returned as per instructions in the Invitation to Tender.
2. Information is ***Only*** to be entered in the columns highlighted in yellow.
3. All prices are to be in United States Dollars (USD) and/or Cayman Islands Dollars (KYD).
4. **Vendor Price:** The price quote should be only the cost of the item. **(Frieght, Shipping, Insurance etc should not be included in the price)**
5. **Freight:** This is the cost of getting the item to the Port of Export
6. **Unit/Pkg:** The number of individual units in the Vendor Package
7. **Brand Offered:** information should include
8. **Manufacturer:** The name of the company that manufacturers the item offered
9. **Catalog number:** Vendor catalog number for the item offered
10. **Lead Time:** The estimated time that it will take for items to reach Port of Export.
11. **Vendor Remarks:** Any additional information that the vendor think is relevant or

See Attached Example Sheet