

 THE CITADEL	Request for Quote Date Issued Procurement Officer Phone E-Mail Address	RFQ 26012-JD April 3, 2026 James de Luca, CPPO 843-953-6861 jdeluca@citadel.edu
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DESCRIPTION: The Citadel is seeking written quotes for Event Funded Hotel Room Blocks for two events in June 2026.

SUBMIT WRITTEN QUOTE by: Monday, April 20, 2026 at 11:00 AM via email attachment to the Procurement Officer listed above.

QUESTIONS: All questions regarding this quote request shall be submitted in writing to the email address of the Procurement Officer listed above at least two (2) business days before quotes are due.

Hotel Room Blocks:

Scope of Work:

We request a quote to provide the following room blocks on the dates specified:

UnboxingCT - June 8-12

- Approximately **100 rooms**
- Need location for shuttle bus to pick up teachers
- Can be more than 1 property in close proximity
- Less than 5 miles from The Citadel

Cost per room - _____

CSPDWeek - June 21-26

- Approximately **200 rooms**
- Need location for shuttle bus to pick up teachers
- Can be more than 1 property in close proximity
- Less than 5 miles from The Citadel

Cost per room - _____

The Citadel reserves the right to make award(s) either by item or lot to one or multiple responsible and responsive offerors.

Vendors who are claiming preferences must make it clear which preferences are being requested and include a signed copy of this page with their quote.

US End Product____ **SC End Product**____ **Resident Vendor**____
Resident Contractor____ **Resident Sub-Contractor**____

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C) (1) (i) & (ii)) or the Resident Contractor Preference (11-35-1524(C) (1) (iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).
 In-State Office Address same as Home Office Address
 In-State Office Address same as Notice Address (check only one)

<p>HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)</p>	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p> <hr/> <p>Area Code - Number - Extension Facsimile</p> <hr/> <p>E-mail Address</p>
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You must submit a signed copy of this form with your quote if claiming any vendor preferences.

<p>NAME OF OFFEROR (Full legal name of business submitting the offer)</p>	<p>Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i>, a separate corporation, partnership, sole proprietorship, etc.</p>
<p>AUTHORIZED SIGNATURE</p> <p>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</p>	<p>DATE SIGNED</p>
<p>PRINTED NAME & TITLE (Name and Business title of person signing above)</p>	<p>STATE VENDOR NO.</p> <p>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</p>
<p>TAXPAYER IDENTIFICATION NO.</p>	<p>STATE OF INCORPORATION</p> <p>(If you are a corporation, identify the state of incorporation)</p>