

## Submission Instructions for Suppliers

63-JDJ1062226

**BIDS DUE: 2:00 PM, THURSDAY, JANUARY 2, 2025**

**QUESTIONS DUE: 5:00 PM, Friday, DECEMBER 6, 2024**

Please follow these instructions to submit via the Bonfire Public Portal

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement	Instructions
Completed NC State University RFP Document	File Type: PDF (.pdf)	Multiple	Required	
Vendor Proposal	File Type: PDF (.pdf)	Multiple	Required	
JDJ1062226 Cost Proposal (Section 7) (BT-48GP)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.
Certificate of Insurance	File Type: PDF (.pdf)	Multiple	Required	
Sample portfolio containing two to three projects of similar scope and nature in	File Type: PDF (.pdf)	Multiple	Required	

Name	Type	# Files	Requirement	Instructions
both radio and television.				
Addendum - if issued & required for return	File Type: PDF (.pdf)	Multiple	Optional	

## Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	821316	Photographers and cinematographers	

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

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

### Requested BidTables:

The BidTable Response Templates can be obtained at <https://ncsu.bonfirehub.com/opportunities/163035>.

Please note that BidTables may take a significant amount of time to prepare.

## 2. Upload your submission at:

<https://ncsu.bonfirehub.com/opportunities/163035>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jan 02, 2025 2:00 PM EST**. 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: Microsoft Edge, 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](mailto:Support@GoBonfire.com) for technical questions related to your submission.

You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>

---

For NC State Purchasing processes or specification questions, please contact [jdjohn25@ncsu.edu](mailto:jdjohn25@ncsu.edu) no later than 5pm on December 6, 2024.