

Submission Instructions Suppliers

63-JDJ1059804

BIDS DUE: 2 PM FRIDAY, MARCH 7, 2025

PRE-PROPOSAL CONFERENCE: 12 PM MONDAY, JANUARY 27, 2025

QUESTIONS DUE: 5 PM MONDAY, FEBRUARY 10, 2025

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Completed NC State University RFP Document	File Type: PDF (.pdf)	Multiple	Required
Vendor Proposal	File Type: PDF (.pdf)	Multiple	Required
Cost Proposal (Section 7)	File Type: PDF (.pdf)	Multiple	Required
Certificate of Insurance - if required for return	File Type: PDF (.pdf)	Multiple	Required
Addendum - if issued & required for return	File Type: PDF (.pdf)	Multiple	Optional

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	801318	Real estate management	

Commodity Set	Commodity Code	Title	Description
		services	

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.

2. Upload your submission at:

<https://ncsu.bonfirehub.com/opportunities/168668>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Mar 07, 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 for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>