

Scope of Work

- I. Scope of Solicitation**
- II. Instructions to Offerors**
- III. Scope of Work/Itinerary**
- IV. Appendices**

I. SCOPE OF SOLICITATION

Clemson University is soliciting proposals for airline tickets for students and faculty travels to Brussels, Belgium as detailed in Section III – Scope of Work/Itinerary. A total of 17 travelers. An award will be made to the offeror that is responsive, responsible and offers the most advantageous pricing for Clemson University.

II. INSTRUCTIONS TO OFFERORS

Regardless of specific requirements below or in this document, Offerors are required to submit their proposal electronically through the Clemson University online bidding system. To do so you must login (registering first) at <https://sciquest.ionwave.net/prod/default.aspx?company=Clemson>, and follow specific instructions for this solicitation. You should register several days in advance of the bid closing date so you can be approved and login in time to submit a response.

1. INFORMATION FOR OFFERORS TO SUBMIT - In addition to information requested elsewhere in this solicitation, Offerors should submit the following information for purposes of evaluation:
 - a. The successful Offeror shall provide satisfactory evidence of all required insurance coverage and licenses **PRIOR TO PERFORMANCE**.
 - b. Offerors are to attach a price breakdown sheet in the online bidding system that details cost of airline tickets per departure and return flights per traveler. Any additional charges for handling this service are to be detailed. A *total fixed price* for the tickets is to be entered into the online system.

III. SCOPE OF WORK/ITINERARY

Honors Programs bid proposal for May 7, 2015 through June 7, 2015 with flights to Brussels, Belgium.

Total Travelers: 17

Students/Faculty will depart from different airports, flying into one gateway: Washington, Philadelphia, or Detroit and they fly from the gateway to Brussels, Belgium on the same flight, arriving in Brussels at the same time which must be on May 8, 2015 in the A.M.

All students and faculty are returning from BRU except for Sarah Catherine Murphy who is returning from ORY.

Quinnlan Courtney Sweeney lives in Washington, DC. If the gateway is Washington, DC, then she will fly from Brussels, Belgium to Washington, D.C. No other flight will be needed.

IV. APPENDICES

Appendix A – provides names of travelers, airport departures with dates and the airports for returned flights with dates.