

## REQUEST FOR QUOTATION

September 18, 2025

RFQ: FY26-RFQ-02 Pottery Equipment

REPLY BY: September 29, 2025 @ 10 AM

REPLY TO:

Will Anthony  
Procurement DirectorPHONE NUMBER: 803-323-2143  
EMAIL: [anthonyw@winthrop.edu](mailto:anthonyw@winthrop.edu)DELIVERY DESTINATION:  
[anthonyw@winthrop.edu](mailto:anthonyw@winthrop.edu)INVOICE TO:  
Winthrop University  
Accounts Payable  
125 Tillman Bldg.  
Rock Hill SC 29733  
PAYMENT TERMS: NET 30

## SCOPE OF WORK:

1. Winthrop University is seeking quotes from qualified and experienced companies (individually or collectively, the "Proposer") pottery equipment .
2. Bid only as specified. No substitutions will be allowed.
3. Bids/Quotes will be submitted electronically to Will Anthony at [anthonyw@winthrop.edu](mailto:anthonyw@winthrop.edu).
4. Questions: Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer by **Thursday September 25, 2025, by 12:00 PM EST.**



## *Procurement Services*

210 Tillman Hall  
Rock Hill, SC 29733

Questions should be submitted via email to [anthonyw@winthrop.edu](mailto:anthonyw@winthrop.edu)

5. Protest: If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]
6. Deliveries shall be F.O.B. Destination, freight prepaid to Winthrop University. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the University. Any claim for loss or damages shall be between the contractor and the carriers. All freight costs must be included in the cost of the items. Do not add a separate line for freight.
7. Unit price to be shown for each item.
8. Partial shipments will not be accepted on the specified quantity and on the specified delivery dates listed in the delivery schedule.
9. Delivery Schedule: Delivery and Installation target date is **preferred** to be by May 1, 2026.

**BIDDING PROPOSAL/COST PROPOSAL**

Item No.	Description	QTY	U/M	Unit Price	Total Price
1	Shimpo VL Whisper including freight and stools	15	EA		
2	Skutt KM 1227-3 208 3-phase	1	EA		
3	Furniture kit for KM1227-3	1	EA		



**WINTHROP**  
UNIVERSITY

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210 Tillman Hall  
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**DATE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PRINTED NAME OF PERSON SUBMITTING QUOTE:**

\_\_\_\_\_

**SIGNATURE OF PERSON SUBMITTING QUOTE:**

\_\_\_\_\_

\*\*\* Your signature confirms the pricing and the delivery completion date. Return all pages  
of this Request for Quote. \*\*\*



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