### Request for Quote

**AMENDMENT #1**

<table>
<thead>
<tr>
<th>Solicitation Number</th>
<th>Date Issued</th>
<th>Procurement Officer</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPB131213WBL</td>
<td>December 23, 2013</td>
<td>Wanda B. Lewis</td>
<td>(843) 349-2162</td>
<td><a href="mailto:wlewis@coastal.edu">wlewis@coastal.edu</a></td>
</tr>
</tbody>
</table>

**Solicitation Number:** FPB131213WBL  
**Date Issued:** December 23, 2013  
**Procurement Officer:** Wanda B. Lewis  
**Phone:** (843) 349-2162  
**E-Mail Address:** wlewis@coastal.edu

### DESCRIPTION:
Provide International Student Recruitment Services

### USING GOVERNMENTAL UNIT:
Coastal Carolina University

### The Term "Offer" Means Your "Bid" or "Proposal".

OFFERS MUST CONTAIN, AS A MINIMUM, THOSE ITEMS IDENTIFIED IN SECTION IV OF THIS SOLICITATION.

### SUBMIT OFFER BY (Opening Date/Time):
January 7, 2014 2:00 PM  
See "Deadline for Submission of Offer" provision

### QUESTIONS MUST BE RECEIVED BY:
N/A  
See "Questions From Offeror" provision

### NUMBER OF COPIES TO BE SUBMITTED:
One (1) original and two (2) copies (marked ‘copy’)

OFFERS MUST BE SUBMITTED IN A SEALED PACKATE, WITH THE SOLICITATION NUMBER AND OPENING DATE ON THE PACKAGE EXTERIOR, TO EITHER OF THE FOLLOWING ADDRESSES (see “Submitting Your Offer” provision; the term “Offer” means your “Bid” or “Proposal”):

**MAILING ADDRESS:**
Coastal Carolina University  
Procurement Services  
P.O. Box 261954  
Conway, SC 29528

**PHYSICAL ADDRESS:**
Coastal Carolina University  
Procurement Services  
642 Century Circle  
Conway, SC 29526

Note: If you choose to return your response via email, no additional signature is required. It will be assumed that the sender has the ability to legally bind the organization or company to a contract. The name entered in the Signature section will be considered equivalent to an ink signature.

### CONFERENCE TYPE:
N/A  
DATE & TIME: N/A  
LOCATION: N/A

### AWARD & AMENDMENTS
Award will be posted on January 10, 2014. The award, this solicitation, and any amendments will be posted at the following web address: [http://www.coastal.edu/procurement/solicit.html](http://www.coastal.edu/procurement/solicit.html)

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

### NAME OF OFFEROR
(Full legal name of business submitting the offer)

### OFFEROR'S TYPE OF ENTITY:
(Check one)
- □ Sole Proprietorship
- □ Partnership
- □ Corporation (tax-exempt)
- □ Corporate entity (not tax-exempt)
- □ Government entity (federal, state, or local)
- □ Other _________________________

### AUTHORIZED SIGNATURE
(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

### TITLE
(Business title of person signing above)

### PRINTED NAME
(Printed name of person signing above)

### DATE SIGNED
(See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. 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.e.*, a separate corporation, partnership, sole proprietorship, etc.

### STATE OF INCORPORATION
(If offeror is a corporation, identify the state of Incorporation.)

### TAXPAYER IDENTIFICATION NO.
Note: Please include a federal TIN (company) or social security number (individual) with your quote as otherwise the issuance of a potential purchase order and related payments will be delayed.

### COVER PAGE CCU (DEC. 2012)
HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)  |

NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
<th>Extension</th>
<th>Facsimile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)  |

ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)

- Payment Address same as Home Office Address
- Payment Address same as Notice Address
- Order Address same as Home Office Address
- Order Address same as Notice Address

ACKNOWLEDGMENT OF AMENDMENTS

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

See "Amendments to Solicitation" Provision

<table>
<thead>
<tr>
<th>Amend. #</th>
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</table>

DISCOUNT FOR PROMPT PAYMENT  |

See "Discount for Prompt Payment" clause

<table>
<thead>
<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
<th>30 Calendar Days (%)</th>
<th>____Calendar Days (%)</th>
</tr>
</thead>
</table>

Preferences to not apply with this solicitation.

PAGE TWO (DEC. 2012)
AMENDMENTS TO SOLICITATION: The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.coastal.edu/procurement/vendor/currentsolicitations.html. Offerors shall acknowledge receipt of any amendment to this solicitation by: (1) signing and returning the amendment, (2) identifying the amendment number and date in the space provided for this purpose on Page Two, (3) letter, or (4) submitting a bid that indicates in some way that the bidder received the amendment. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

NOTICE

AMENDMENT # 1

The Coastal Carolina University Fixed Price Bid, 131213WBL, is hereby amended as follows:

RESPONSES TO WRITTEN QUESTIONS RECEIVED:

1. Question: May the bid be listed as a percentage of the annual tuition rather than as dollars and cents?
   
   Response: No. See Section VIII. Bidding Schedule.

End of Amendment # 1