

MSDH Request for Quotes-Formal (RFQF) Reverse Auction

RFx# 3140001755

REVISED April 23, 2019

INSTRUCTIONS AND SPECIAL CONDITIONS

The Mississippi State Department of Health plans to purchase the following and invites your quote/participation: Food for Women, Infants and Children's Special Supplemental Nutrition Program (WIC) –Fresh Fruits and Vegetables

The Purpose of this RFQF is to advertise this competitive procurement for solicitation of formal quotes from potential bidders to participate in a Reverse Auction.

The initial response to the RFQF shall include a proposed product, including specifications and/or sample, for the MSDH to evaluate and determine responsiveness to requirements/specifications. Once a supplier's/bidder's product is determined to be responsive, the supplier/bidder may participate in the reverse auction.

Responding suppliers/bidders must provide a quote with the initial response. Quotes are utilized by the purchasing agent to determine market pricing and set the auction parameters (e.g., Start Price).

Valid quotes will be accepted until 3:00 PM, CST/DST, Wednesday, May 1, 2019.

Qualified bidders will be notified approx. 7 days prior to the auction via email if selected to participate. Once notification has been received, bidders should logon to MAGIC to validate technical requirements prior to the Live Auction.

The anticipated time for this reverse auction, for this procurement, is scheduled to be held on Tuesday, May 14, 2019, beginning at 2:00 PM CST/DST and end at 3:00 PM CST/DST. All bids must be entered into the eProcurement system during the allotted timeframe to be considered however, the MSDH reserves the right to extend the auction date if necessary to complete prequalifications. In addition, no vendor/supplier may be prohibited from participating in the reverse auction in person by paper through surrogate bidding.

Suppliers should be advised that no award will automatically result from a reverse auction, and that the MSDH will review the results of the auction and make a determination in a timely manner.

Vendors/bidders must be registered in MAGIC in order to receive a User ID and Password to log in. Vendors who are new to MAGIC may visit the Vendor information page on State of MS, Department of Finance and Administration's web site, or register online, Vendor Registration.

To Log into MAGIC, open the following URL: <https://portal.magic.ms.gov/irj/portal>. Enter User ID and Password. The password is case sensitive.

Vendors/bidders are responsible for ensuring Technical Requirements are met for participating in the reverse auction, etc. Technical Requirements are listed below:

Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox

Note: Pop-up blocker must be turned off.

Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.
<https://www.java.com/en/download/>