

## OFFER FORM, OF-1

TO: Stacy K. Ferreira  
Ka Pouhana, Chief Executive Officer, Head of Purchasing Agency  
Office of Hawaiian Affairs, State of Hawai‘i  
560 N. Nimitz Highway, Suite 200  
Honolulu, Hawai‘i 96817

RE: OFFICE OF HAWAIIAN AFFAIRS, STATE OF HAWAI‘I  
RFP NO. COMM 2024-015  
Media Buying Services

Dear Ms. Ferreira,

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawai‘i Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

Sole Proprietor    Partnership    \*Corporation    Joint Venture

\*State of incorporation: \_\_\_\_\_

Other \_\_\_\_\_

Hawai‘i General Excise Tax License I.D. No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

**OFFER FORM, OF-1**  
(CONTINUED)

Payment address (other than street address below):

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Business address (street address):

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Respectfully submitted:

\_\_\_\_\_  
Exact Legal Name of Company (Offeror)\*\*

\_\_\_\_\_  
Authorized (Original) Signature

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*\*If Offeror is a “dba” or a “division” of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

OFFER FORM, OF-2

Price Proposal: Please provide your price proposal for an administrative fee in the form of a percentage based on vendor expenditures.

Administrative Fee	_____ %
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**Note:**

**Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.**

The Contract for the proposed services may be extended without the necessity of re-soliciting or solicitation, subject to appropriation and availability of funds to OHA, continued need for the services, and OHA’s determination of satisfactory performance of the contracted organization, or unless this Contract is terminated. The option to extend the service shall be offered in writing by OHA prior to the expiration of the Contract. No Contract or amendment to a Contract shall be binding upon OHA until the Contract has been fully and properly executed by all parties thereto prior to the start date of the Contract. The contracted organization shall not provide any services until the Contract is fully and properly executed.

Offeror

\_\_\_\_\_  
Name of Company