



560 North Nimitz Highway, Suite 200  
Honolulu, Hawai'i 96817

September 3, 2021

**Request for Quotes (“RFQ”) No. CO 2022-005**

**FABRIC FACE MASKS**

**To All Interested Offerors:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide fabric face masks to the OHA.

**Quotes must be emailed to [geenac@oha.org](mailto:geenac@oha.org) by 2:00 p.m. Hawai'i Standard Time on Friday, September 17, 2021. All quotes received must include the completed Attachment 1 – Price Quotes Form. All applicable fees, delivery, and tax must be included in the prices.**

The term of this service shall be from October 15, 2021 through and including December 30, 2021 subject to the availability of funds.

Pursuant to Hawai'i Administrative Rules §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest most responsive, responsible offeror. When the award to the lowest responsive, responsible offeror is not practicable, the award shall be made to the offeror whose quotation provides the best value to the OHA.

The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

**Requirements**

The successful Offeror shall provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

1. Provide price quotes using Attachment 1 – Price Quotes Form
2. Provide adult-sized reusable fabric face masks
3. No restriction on color of fabric
4. Orders to be placed by the OHA's Community Outreach program
5. Delivery to the OHA office located at 560 N. Nimitz Hwy, Suite 200, Honolulu, HI 96817

**Compliance and Form W-9**

The successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express (hereinafter “HCE”) and complete the Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>). If you are not registered with HCE, please register by going to HCE’s website: <https://vendors.ehawaii.gov/hce/>.

The solicitation may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Geena Chau, Procurement Specialist, by email at [geenac@oha.org](mailto:geenac@oha.org).