

MUST save the QDS file in the **EXCEL® 97-2003 FORMAT (XLS)**. If you use any other format, your entire bid will be rejected.

MUST save the 97-2003 EXCEL® QDS on the storage device. (Tenders submitted Offline)

MUST express lead time in **Days**. Please enter the Number of Days (If your lead-times is two weeks, simply enter 14 into the leadtime column, not “14 Days” or “2 weeks”)

Package Size	CIP Landed AIR US\$	Lead Time Air Days	CIP Landed SEA US\$	Lead Time SEA Days	Comments
60	11.59	42			4-6 weeks



Package Size	CIP Landed AIR US\$	Lead Time Air Days	CIP Landed SEA US\$	Lead Time SEA Days	Comments
60	11.59	4 - 6 weeks			



DO NOT format or change the cells/worksheet of the QDS

DO NOT add additional information to the QDS e.g, Date, Company Stamp

DO NOT enter figures/information for items you do not intend to bid on. If you are no bidding on an item, please leave the fields blank.

DO NOT merge cells of the QDS.

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DO read the **Information** sheet before filling out the QDS

DO NOT alter QDS Headings

Package Size	CIP Landed AIR US\$ FOB US\$ price	Lead Time Air Days	CIP Landed SEA US\$ FOB US\$ price



ONLY enter Numbers/**Figures** FOR Columns H, I, J, K, L in the QDS (SHOWN BELOW). The system does **not** accept letters, words, commas or other characters e.g. \$, *, -, @, # ()

Package Size	CIP Landed AIR US\$	Lead Time Air Days	CIP Landed SEA US\$	Lead Time SEA Days
60	15.25	12	15.00	10



Package Size	CIP Landed AIR US\$	Lead Time Air Days	CIP Landed SEA US\$	Lead Time SEA Days
60's	\$ 15.25	12 days	15.00	1 week



Enter any additional information relating to an item you are bidding on in the **Comments** section of the QDS. This includes additional information about the **Packsize, Product, Leadtime etc.**

If you are unsure, please contact OECS/PPS Helpdesk for assistance before completing and submitting the QDS.

Failure to follow these instructions means that your tenders/Bids will be invalid or rejected by the System. The Contract Document and Supplier manual also provides instructions on how to complete the QDS.