

**INSTRUCTIONS TO OFFERORS**

**Submitting your quote** -- Submit your company's quote to the email address listed in the FBO notice. You may submit more than one quote. If you do, we will evaluate each separately.

**Submission deadline** -- We must receive your quote by the deadline specified in the FBO notice. We will not consider any quote that we receive after the deadline.

**Terms and content of your quote** -- Your quote must be based on the requirements of this RFQ. You must comply with all requirements of the PWS. Your quote may be considered non-responsive (rejected) if the quote is not based on the RFQ requirements in every aspect. Your quote must contain all of the information described below.

**Small Business Status** -- In order to submit a quote, you must know whether your company is a small business. The small business size standard that applies to this purchase is listed in the FBO notice along with the North American Industry Classification System (NAICS) code on which it is based.

**Issuance of BPA** -- Your quote should contain your best pricing and terms. The Contracting Officer may reject any or all quotes. After the evaluation of quotes, the Contracting Officer may negotiate final terms with one or more quoters of the Government's choice before issuing a purchase order. The Contracting Officer will not negotiate with any quoters other than those of the Government's choice and will not use the formal source selection procedures described in FAR Part 15.

**Information to be submitted** -- The following information must be represented with your quote:

1. The number of this RFQ;
2. Your company name, address, DUNS number (see below) and telephone number;
3. Your price and any discount terms;
4. Acknowledgement of any amendments to this RFQ; and
5. A statement that you assent to all terms of this RFQ.
6. A detailed description of the product or service that you will provide, including any product or service literature that you wish to give us;
7. The terms of any express warranty;
8. (optional) References to current or former customers who will attest to the quality of your product or service in the within the past three years, including (i) customer name, (ii) customer address, (iii) contract or purchase order numbers, (iv) persons to contact, and (v) telephone numbers.

**Product samples** -- If this RFQ requires that you submit product samples, you must deliver them to us at the location specified for our receipt on or before the deadline for submission of your quote. We will not pay for the samples, and we will return them to you only upon request and at your expense, unless they are destroyed during testing.

**Availability of Government Documents** -- If the descriptions in this RFQ of the products or services we want to buy refer to any Government specification, standard, or commercial item description, you may obtain a copy of any such documents.

**System for Award Management (SAM)** – Your company must register in SAM before the closing date of this RFQ. Once registered, you must remain registered throughout performance until final payment. Go to <https://www.acquisition.gov> for information on SAM registration and annual confirmation.

**DUNS Number** (Data Universal Numbering System Number) -- Your company must provide a valid DUNS number before the closing date of this RFQ to be considered for award..

If you do not have a DUNS number, contact Dun and Bradstreet to obtain one. If you are located within the United States, you may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>.

If you are located outside the United States, you must contact the local Dun and Bradstreet office for a DUNS number. Tell Dun and Bradstreet that you are a quoter for a Government contract when contacting the local Dun and Bradstreet office.

The DUNS+4 is the DUNS number plus a 4-character suffix that you may use at your discretion to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for your company.