

RFQ ATTACHMENT – Instructions to Vendors

This information serves as an addendum to FAR 52.212-1 (a) thru (b). The following information **MUST BE PROVIDED** on the cover page of your quote:

RFQ Number:

Company Name

Tax Identification Number (TIN)

Dun & Bradstreet Number (D-U-N-S)

Complete Business Mailing Address

Authorized Negotiator and Contract Representative(s)

Phone Number, Fax number, and Email address

The government intends to award a contract as a result of this RFQ that will include the terms and conditions set forth herein.

Submission: Interested vendors shall submit ELECTRONIC QUOTES to Camille.alderman@va.gov and ensure the RFQ number is on the subject line. In addition, vendors are required to follow up receipt of email with a call to 813-972-2000 ext. 3133. The submission shall include a table of content (TOC) with page numbers. All pages of must be appropriately numbered and identified by the complete company name, date, and solicitation number in the header and/or footer. E-Quotes shall be submitted in three separate volumes.

Volume I: Price Schedule

Volume II: Technical

Volume III: Past Performance Questionnaire

Delivery of Quotes: All Prospective vendors should electronically submit their quotes no later than March 13, 2017 12 p.m. noon (EST). Any RFQ clarification requests must be submitted by 12 p.m. EST noon on February 28, 2017 to Camille.alderman@va.gov. Questions received after may not be considered.

Verbal questions will not be addressed. Only those responses to questions which may affect quotes will be incorporated into a written amendment to the solicitation.

The Government will not provide any reimbursement for the cost of developing, presenting or delivering quotations in response to this RFQ. Late quotes will not be accepted; the Vendors should ensure delivery and receipt by the due date and time identified on the SF1449.