

## **INSTRUCTIONS TO THE QUOTER**

### **Additional Information Required When Submitting Quotation Response:**

Quoters shall submit their quote (in .pdf format only) on company letterhead and must include the following additional information:

- Ability to perform services outlined in the Scope of Work as specified
- Unit price/Unit quantity/Overall Total Pricing
- Proof of certifications and qualifications (Arborist and Site Manager)
- Proposed start date
- Company Name, address (no PO Box addresses please), telephone number, email address of Quoter
- Company DUNS number
- Confirmation of your company's current status as a Veterans Information Pages (VIP) certified Service Disabled/Veteran Owned Businesses (SDVOSB/VOSB) concern. Certification (must be active/current).
- Proof of current System for Award Management (SAM ) registration (completed copy of FAR 52.212-3 - Quoters Representations and Certifications- Commercial Items).
- Resumes are preferred but not required