

ADDENDUM TO FAR 52.212-1, INSTRUCTIONS TO OFFERORS

The following provisions are incorporated into 52.212-1 as an addendum to this solicitation:

E.1 52.212-1 INSTRUCTIONS TO OFFERORS—COMMERCIAL ITEMS (OCT 2018)

Submitting the Offeror's quote/Information to be submitted. The Offeror's quote (i.e., completed quote sheet) and completed RFQ, shall be submitted electronically by the date and time indicated in the solicitation or amendments.

RFQ submissions shall include a completed SF-1449, Quote Sheet (Attachment B), and all relevant award documents (e.g. Authorized Distribution Letter, Small Business Certification, etc.) All documents shall follow the **same file naming standard, RFQ Number, company name, and then artifact**. For example: **"36C24C19Q0043-Company Name-Quote Sheet"**.

Quotes shall be submitted via email to the Contracting Officer. **The size limitation is 10 Megabytes per e-mail.** The subject line of the email shall read the RFQ number and the company name. For example: "36C24C19Q0043-Company Name". **Multiple emails will be accepted due to the size limitations. AT NO TIME WILL ZIP FILES BE ACCEPTABLE.**

Attachment B – includes the quote sheet for pricing, product documents, and product descriptions. **The Offeror shall only use the Quote Sheet provided in the most recent amendment.** Offerors may submit quotes for an individual item or for multiple items and may quote in multiple categories. If an Offeror is quoting multiple line items, they must still provide a separate/individual price per line item. Additional information on how to complete the quote sheet is included in the "Overview & Instructions" tab in the quote sheet. If an item is manufactured in multiple countries, the Offeror shall select the preponderant manufacturing country of that item.

Historical sales data is provided for reference purposes and should not be considered an exact amount, nor should Offerors be "cross-walking" these items for potential replacement. The intent of this solicitation is to increase medical/surgical item availability that meets the requirements of VA clinicians. Offerors are welcome to submit all items that fall in the scope of this RFQ's category description (see Attachment B, Historical data tab) that they are authorized to sell by the OEM, excluding any items already covered under the AbilityOne Procurement List.

Each item should be entered as a new row in the Quoted Supplies tab of the quote sheet (Attachment B). For items that the Offeror believes are incorrectly described in the historical data tab, they are welcome to provide the items under the name and number they believe is correct. All items quoted will be evaluated.

Unless otherwise stated, all Clauses/Provisions will apply. The following additional guidance is provided:

- 52.219-6 and Alternate 1 only applies to tiers 1, 2, and 3
- 52.219-7 and Alternate 1 only applies to tiers 1, 2, and 3
- 52.225-1 only applies to tiers 1, 2, and 3
- 852.219-74 only applies to tiers 1, 2, and 3
- 852.219-10 only applies to tier 1
- 852.219-11 only applies to tier 2
- 52.225-5 only applies to tier 4 (i.e. unrestricted).

Terms and content of Offeror's quote. The Offeror's quote must be based on the terms of this RFQ. The Government may reject any quote that is not based on these terms in every respect. The Offeror's quote must contain all the information requested.

Small Business Status. In order to submit a quote, the Offeror must know whether their company is a small business. The small business size standard that applies to this purchase is stated on the SF-1449, block 10, along with the North American Industry Classification System (NAICS) code on which it is based.

Issuance of a BPA. The Offeror's quote should contain their best 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 Offerors before issuing a BPA. The Government will not use formal source selection procedures described in FAR Part 15.

The Contracting Officer may issue a BPA to other than the quote with the lowest price. The Government may issue multiple BPAs with various items or groups of items from different Offerors. The Government may issue a BPA for less than the quantity on which the Offeror's quote is based, at the quoted price, unless the Offeror tell the Government that they will not accept an order on that basis.

Product samples. Not Required under this RFQ.

Availability of Government Documents. If the descriptions in this RFQ of the products or services the Government want to buy refer to any Government specification, standard, or commercial item description, the Offeror may obtain a copy of any such documents from the places listed in Federal Acquisition Regulation 52.212-1, paragraph (i).

DUNS Number (Data Universal Numbering System Number). [This applies to all quote if the solicitation requires that Offeror be registered in the System for Award Management (SAM).] Place the annotation "DUNS" or "DUNS+4" next to the Offeror's name and address on the first page of the quote followed by the DUNS or DUNS+4 number that identifies the Offeror's name and address.

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

If the Offeror is located outside the United States, they must contact the local Dun and Bradstreet office for a DUNS number and tell them that they are an Offeror for a Government contract.

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

(End of Provision)