

## **INSTRUCTIONS TO OFFERORS FOR QUOTE SUBMISSION 36C10E20Q0027**

**THE SIMPLIFIED ACQUISITION PROCEDURES OF FAR SUBPART 12.6 AND 13.5 ARE BEING USED TO CONDUCT THIS PROCUREMENT.**

**CONTRACTORS SHALL INCLUDE THE FOLLOWING INFORMATION IN THEIR QUOTES TO RECEIVE FULL CONSIDERATION FOR AWARD:**

**1. Pricing** – Proposed pricing shall be submitted on the Price Schedule Page Attached. Each quote must include an offer to provide all required goods or services. Contractors are encouraged to provide “most favored customer” discount. All pricing is FOB Destination. The government is “Tax Exempt”. The seven copier/printers will all be the same model for all locations. Pricing should be based on the requirements of the SOW.

**2. System in place-** See the SOW, system has been in place for 10 years. No prior service contracts. This is a new requirement.

**3. Representations** - Completed copy of the representations in 52.212-3 (unless already completed when registering at [www.SAM.gov](http://www.SAM.gov)). Contractors must be registered in VIP.

**4. All submissions must be in pdf format. Do not submit in TIFF or JPG. Keep attachments as separate pdf file do not send in all documents combined.**

**5. Quote** – Offeror shall include in their quote the following information to demonstrate technical capability:

- The Contractor shall submit with quite their Service Maintenance agreement that demonstrates their understanding of the SOW and specifies what services you will provide based on your understanding of the SOW. The services can be listed in bullet format. Submission should not be one to two paragraphs. Submit in pdf format.
- As part of its offer, any offeror who will perform services under the resultant contract utilizing subcontractors shall provide in their quote the name, address, contact information, business type (i.e., small business, woman owned business, service-disabled veteran owned business, etc.), and percentage of amount paid by the government to it that the offeror anticipates paying to said subcontractor in the performance of this contract.

### **5. Evidence of Successful Past Performance**

- Identify any federal, state and local government contracts as well as any private/commercial contracts of similar scope, size, complexity that are ongoing or were completed with the past two years. Include the following information for each contract:
  - Company Name and address;
  - Types of services performed;
  - Name, telephone number or e-mail address of responsible individuals who have firsthand knowledge of performance relative to the same type of services;
  - Dates of contract performance and;
  - Total contract value.

- Past performance information is one indicator of an offeror's ability to perform the contract successfully. Current and relevant information, source of information, context of data, and general trends in Contractor's performance shall be considered as it pertains to the performance of work described in this solicitation. Offerors may provide information on problems encountered on identified contracts and the offeror's corrective action. The Government shall consider this information as well as information obtained from any other sources when evaluating the offeror's past performance.
- Offerors with no relevant past performance or whom information is not available, shall not be evaluated favorably or unfavorably on past performance. However, the quote of an offeror with no relevant past performance may not represent the most advantageous quote to the Government.
- The government intends to award without discussion. Award will be evaluated on Technical and Past Performance. This is not a Lowest Price Technical Acceptable Action. Price must be fair and reasonable and offers the best value to the government. FOB Destination Pricing.