

**INSTRUCTIONS TO OFFERORS
REQUEST FOR QUOTATION (RFQ) VA797H-13-Q-00043**

Failure to comply with the following instructions may result in the vendor's offer being determined non-responsive and may not be considered for award.

1. General Information

- 1.1. This Request For Quotation (RFQ) is only open to companies that have a current contract for the equipment types listed herein with the VA National Acquisition Center, High Tech Medical Equipment Branch or with the Defense Logistics Agency, Troop Support (DLA-TS, formerly DSCP) under which the VA National Acquisition Center has been given ordering authority.
- 1.2. Please note that those vendors who are not on contract on the day offers are due will have their responses rejected and returned without consideration per the instructions given.
- 1.3. The items offered in vendors' responses to this RFQ must be on their current contract by the offer response due date.**
- 1.4. New systems that are not on contract are not acceptable.**
- 1.5. "FUTURE" ITEMS, SUCH AS HARDWARE OR SOFTWARE THAT IS STILL IN DEVELOPMENT, TESTING, OR PROTOTYPE, ARE NOT ACCEPTABLE.
- 1.6. All purchases shall be in accordance with the terms and conditions of the applicable contract.
- 1.7. Consolidation Schedule:
 - 1.7.1. Friday, September 6, 2013 by 12:30 PM CST – Vendor offers for PO# 554-B30034 due to NAC, HTME Division**
 - 1.7.2. Thursday, September 12, 2013 – Goal for award by NAC, HTME Division

2. Offers

- 2.1. Generic Requirements/Descriptions have been provided for each line item.
- 2.2. Quotes must be good through October 2013 or may be considered non-responsive.
- 2.3. Vendors shall quote their new or remanufactured/refurbished equipment that meets or exceeds the technical and functional requirements of the Generic Requirements/Descriptions.
- 2.4. Vendors are required to identify any known differences between the required configuration and the offered configuration.
- 2.5. One alternate offer is allowed for each line item.**

- 2.6. Vendors are required to show individual product pricing for each product within a quote.
- 2.7. Quotes that only reflect a bottom line price for a system, with no individual product prices, will be considered non-responsive and may be rejected.

3. Multi-Unit Discounts

- 3.1. In addition to individual line item pricing, Vendors will provide a range of multi-unit discounts.
- 3.2. Multi-unit discounts will be based on the total number of line items or the total dollar value of the line items purchased from this RFQ per vendor in accordance with 3.3 and 3.4 below.**
- 3.3. Multi-unit discounts may be applied by equipment modality and VISN or individual station.**
- 3.4. Specific line items will not be singled out or specified as a condition of providing multi-unit discounts.**
- 3.5. The vendor must clearly identify the amount of the additional discount and the basis for calculating that discount, such that the VA can independently calculate the final prices of all equipment.
- 3.6. Discounts may be offered from net line-item price or from list price; vendor must clearly identify whether the discount is to be applied to list or net prices.
- 3.7. Multi-Unit Discount Structure Example 2: (Based on total number of awards)

Total Number of Awards	Additional Discount
2 - 10	3%
11 - 25	4%
26 - 40	5%
41 - 70	6%
71 - 100	7%
101 - 125	8%

4. Schedule of Requirements

- 4.1. THE OBLIGATION / PO NUMBERS WILL BE USED AS THE LINE ITEM NUMBERS**
- 4.2. Line items are shown in the attached spreadsheet entitled “Schedule of Line Items.”
 - 4.2.1. Offered equipment shall be equivalent in technology/functionality to the generic requirements/descriptions contained in the applicable attachments.

- 4.2.2. The attachment number of generic requirements/descriptions for each requisition will match its line item number from the "Schedule of Line Items".
- 4.2.3. The net price quoted for a line item, if bought as a single system (the "one-each" price), shall not exceed its contract price.
- 4.2.4. The "one-each" price and the trade-in credit, if any, must be entered into the "Schedule of Line Items" spreadsheet.
- 4.2.5. The trade-in value shall be shown separately from the price of the equipment.
- 4.2.6. Failure to complete the spreadsheet shall disqualify the offer from consideration.**

4.3. Vendor Workup Spreadsheets

- 4.3.1. Vendors shall use the attached "Vendor Workup" template to create a "Vendor Workup" spreadsheet for each quote.**
- 4.3.2. Pricing by part number or catalog number for each offer will be shown on a "Vendor Workup Spreadsheet".
- 4.3.3. Each "Vendor Workup" spreadsheet will have the same filename as the respective offer but use the .xls or .xlsx filename extension.
- 4.3.4. Failure to provide the "Vendor Workup" spreadsheet for each quote shall disqualify your offer from consideration.**
- 4.3.5. Alternative spreadsheets to the "Vendor Workups" will not be considered.**

4.4. Review the enclosed VA Directive 6550 and respond accordingly.

4.5. Review the enclosed VA Directive 2009-017 for evaluation factors.

- 4.5.1. The evaluation factors are: 1) Availability of required features (Technical and Functional), 2) Availability of Service, and 3) Vendor Past Performance, 4) Price**
- 4.5.2. All evaluation factors other than price, when combined are significantly more important than price.**

4.6. The following Obligation/Line numbers may be purchased from a single vendor, based on modality, or from multiple vendors.

4.6.1. ECHCS Project Eagle Consolidation

Obligation Number	Equipment Type
554-B30034	XR-RAD

5. Response Format

5.1. For each line item on which the contractor chooses to make an offer, the following information shall be provided:

5.1.1. **Individual configuration quote by line item.**

5.1.2. Quotes shall include part numbers, expanded descriptions, net pricing for each part number, the total contract list price, and the total net price for each offer.

5.1.3. Pricing at the line-item level is the price the VA will pay if that line item is the only one awarded to the vendor from this RFQ.

5.1.4. If the multi-unit discounts are calculated from the contract list price, then the list price of each component must also be shown on the configuration quote.

5.2. Responses shall be provided in the following format:

5.2.1. **The completed Schedule, the description of the multi-unit discount structure, all equipment quotes, all vendor workups, and responses to VA Directive 6550 shall be provided on CD/DVD.**

5.2.2. PAPER COPIES ARE NOT ACCEPTABLE.

5.2.3. Acceptable software formats are Microsoft Word, Microsoft Excel, and Adobe (.pdf).

5.2.4. Quotations shall not exceed 15 pages (excluding "Schedule of Line Items" and "Vendor Workups" spreadsheets).

5.2.5. The vendor shall provide two CD/DVDs of their quotations, one for the NAC and one for customer evaluation. **Disks shall be labeled as "NAC" and "Customer" respectively.**

5.2.6. **NAC copy – all documents shall be UNLOCKED and UNPROTECTED for editing to facilitate preparation of orders for award.**

5.2.7. Customer copy – all documents shall be set to "Read Only".

5.3. Closing Date and Responses

5.3.1. **Responses for PO# 554-B30034 are due to the NAC, HTME Division no later than 12:30 pm CST on Friday, September 6, 2013.**

5.3.2. For postal deliveries, the address is:

**VA/National Acquisition Center
Attn: HTME Division – ECHCS Project Eagle – Denver Consolidation
(003A4C2)
P.O. Box 76
Hines, IL 60141**

5.3.3. For overnight deliveries, please use the following address:

**VA/National Acquisition Center
Attn: HTME Division – ECHCS Project Eagle – Denver Consolidation
(003A4C2)
1st Avenue one block north of 22nd Street, Bldg 37
Hines, IL 60141**

5.3.4. Email and fax responses will not be accepted.

5.3.5. Responses not received by the due date and time shall be determined non-responsive.

5.4. Inquiries may be sent to Bryan.O'Shaughnessy@va.gov or the NAC, HTME Division Contracting Officer assigned to your contract.

ENCLOSURES:

VA Directive 6550
VA Directive 2009-017
Generic Requirements/Descriptions
Schedule of Line Items Spreadsheet
Vendor Workup Spreadsheet