

ISSUED BY

REQUEST FOR QUOTATION

(THIS IS NOT AN ORDER)

REFER TO REVERSE SIDE FOR
QUOTATION PREPARATION INSTRUCTION

FSCM	STOCK OR PART NUMBER	RFQ RETURN BY DATE	REQUIRED DELIVERY DATE	PURCHASE REQUEST NUMBER
REQUEST FOR QUOTATION (RFQ) NR	QUANTITY	UNIT OF ISSUE	VENDOR CODE	DATE ISSUED

DESCRIPTION OF SUPPLIES

Large empty rectangular area for describing the supplies.

SHIP TO (CONSIGNEE)

QUANTITY

Large empty rectangular area for ship to and quantity information.

MARK FOR:

Large empty rectangular area for marking information.

PACKAGING DATA

Large empty rectangular area for packaging data.

**VENDOR'S NAME
AND ADDRESS**

INSTRUCTIONS FOR PREPARATION OF REPLY TO REQUEST FOR QUOTATIONS (RFQ)

GENERAL INFORMATION

- Listed on the front side of this form are supplies on which the Government desires your Company to submit a quotation. This is a request for information, and quotations furnished are not orders. If you are unable to quote, please so indicate on the enclosed RFQ Vendor Quotation Card (VQC) and return it. This request does not commit the Government to pay any costs incurred in the preparation or the submission of a quotation or to procure or contract for the supplies shown on this request.
- It is requested that your response to this request be submitted on the enclosed RFQ Vendor Quotation Card. The RFQ Vendor Quotation Card must be mailed to arrive on or before close of business of the Return By Date shown on the front of this form. Failure to return the card by the indicated date may result in your quotation not being considered for award.
- The Government reserves the right to consider only those quotations offering delivery on or before the specified Required Delivery Date (RDD) in the schedule. FAR 13.106 applies.
- Awards resulting from this solicitation will be made on an "all or none" basis.

INSTRUCTIONS FOR COMPLETION OF DLA FORM 1233-R. Complete blocks as follows:

Block Title	Explanation/Instruction
9-11 Delivery Days	Quote your best delivery by entering the number of days in Blocks 9-11 of the VQC. Enter zeros in all unused blocks, e.g., 90 days "090" The required delivery date on the RFQ is the date by which the supplies are required. Offerors are advised that, if no offers are received offering delivery within the RDD, the Government reserves the right to make award based upon most favorable delivery time, price and other factors considered.
12-21 Unit Price	Enter Unit Price as follows: 12-16 enter dollars; 17-18 enter cents; 19-21 enter mills. Fill unused blocks with zeros. Example: 3 dollars, 16 cents, 2.5 mills would appear as "0000316250." Quote net unit price including trade discount(s) (unless stated separately on VQC), applicable Federal, State, and Local taxes, shipping and preparation for delivery costs.
22 Business Size Minority Code (BSMC)	Complete Block 22 by Making representations as follows: Code/Business Size: A -- Large Business B -- Small Business C -- Educational/Nonprofit Institution D -- Foreign Supplier E -- Large Business, Women-Owned F -- Small Business, Women-Owned M -- Disadvantaged Small Business, Women-Owned N -- Disadvantaged Small Business

ITEM

- No Quote** - Check box if no price quoted. Indicate reason for no quote in "Additional Data" block on reverse side.
- Prompt Payment Discount** - If Prompt Payment Discount is offered, enter discount percent(s) and calendar days. Discounts offered for payment will not be considered in evaluation for award. Any offered discount(s) will be taken if payment is made within the discount period stated.
- Quantity Variance** - Enter Quantity Variance Percent, not to exceed $\pm 10\%$ when quantity unit pack or production type items are involved.
- Trade Discount** - If Trade Discount is offered, enter amount of discount in percentage only when the offered discount is not included in the Unit Price. If more than one Trade Discount is offered, enter amount of additional discount percentages.
- FOB Point** - Quote should be **FOB DESTINATION** except **EXPORT FREIGHT SHIPMENTS** (exceeding postal limitation to APO/FPO) should be quoted **FOB ORIGIN**. When quoting **FOB ORIGIN**, state shipping point and estimated shipping weight and cube per unit on the VQC for evaluation of transportation costs.
- Vendor shall check appropriate block indicating whether he is a manufacturer or dealer and whether supplies will or will not be manufactured by a small business concern. Dealers may be required to furnish evidence of authorized dealership for the product quoted or otherwise provide evidence substantiating that the product quoted has or will be acquired from the manufacturer cited, offers are requested to submit such evidence with their quote. Failure to do so may preclude consideration of the quotation.
- If the product offered is a foreign end product, then also check the block in item 11 and enter country of origin and details on the reverse side. Quotations are subject to DoD FAR Supplement 52.225-7001, Buy American Act and Balance of Payments Program which is incorporated by reference. If the item is not new or unused, check the block in item 11 and enter details on reverse side. If the item is former Government Surplus, the DLA clause entitled "SURPLUS MATERIAL--CERTIFICATION AND INFORMATION" must be completed before evaluation of your quote can be accomplished. Quotations are subject to FAR 52.210-6, Listing of Used or Reconditioned Material Residual Inventory and Former Government Surplus Property (Apr 1984) and FAR 52.210-5, New Material (Apr 1984) all of which are incorporated by reference.

8 Product Quoted Upon.

A. **Check "No Manufacturer Cited in PID"** if the Procurement Item Description (PID) set forth under the Description of Supplies of the RFQ does not cite one or more manufacturer's part numbers, e.g., item is described by a Government specification. If this statement is indicated, no other data under this item 8 except D need be filled in. Offerors are advised, however, that if this statement is checked and the PID actually cites one or more manufacturer's part numbers, your quotation may not be considered.

B. **Check "Exact Product"** if the product offered is one of the part numbers listed in the PID and is manufactured by the firm listed for that part number. Offerors who are not the manufacturers should submit evidence that they are authorized dealers of the manufacturer or to establish that the product will be or has been acquired from the manufacturer cited in the PID. Evidence may be quotations or invoices from the manufacturer or other evidence to establish the product's identity and manufacturing origin. Failure to furnish such evidence may preclude consideration of your quote.

Check "Exact Product Other" if the product offered is the identical product cited in the PID, manufactured by the offeror for the firm listed in the PID. Offerors should submit evidence of approval and acceptance of their product by the firm cited in the PID. Failure to furnish such evidence may preclude consideration of your quote.

C. **Check "Alternate Product"** for all other products offered which do not fall into either of the above "Exact Product" or "Exact Product Other" categories. Offerors are advised that offers of alternate products may not be considered for the instant award but may be evaluated for future award if the offeror is otherwise within the area of consideration. Offerors are further advised that alternate products must be functionally, physically, mechanically, electrically, and otherwise interchangeable without modifying equipment. For evaluation purposes, complete technical data must be furnished for the offered product. Failure to furnish complete data may preclude consideration of the offer.

D. **Manufacturer's name and part number** - Enter the name and part number of the actual manufacturer of the product offered. Restrictions on disclosure of actual manufacturer as confidential information or failure to identify actual manufacturer may preclude consideration of your quote.

E. **Product quoted previously** - If the product offered has previously been evaluated and approved and/or purchased by the Government, enter the contract, order or other purchase instrument number under which such approval or purchase was made. Also enter the name of the Government activity which provided such evaluation and approval, if different from the activity issuing this RFQ. Offerors are advised that the activity issuing this RFQ may not have access to the records of another Government activity sufficient to verify approval or acceptance prior to award, in which case your quote may not be considered for the instant award. Therefore, such documentation should be submitted with your quote.

9 **Lower unit price** - IF A LARGER QUANTITY IS OBTAINABLE AT NO ADDITIONAL TOTAL PRICE DUE TO A MINIMUM ORDER QUANTITY/VALUE OR ANY OTHER REASON, THE OFFEROR AGREES TO RECORD IN BLOCK 9, THE MAXIMUM QUANTITY OF THE PRODUCT CITED IN THIS RFQ WHICH CAN BE FURNISHED FOR SUCH TOTAL PRICE, ALONG WITH THE LOWER UNIT PRICE FOR SUCH INCREASED QUANTITY. If yet lower unit prices are available for greater quantities, offerors are requested to enter on the reverse side, the lower unit prices and the quantities to which such prices will apply. OFFERORS ARE ENCOURAGED TO QUOTE QUANTITY PRICE BREAKS WHEREVER POSSIBLE AND TO ENTER ADDITIONAL DATA ON THE REVERSE SIDE IF MORE THAN ONE QUANTITY PRICE BREAK IS AVAILABLE. The Government may elect to accept such alternate quantity quotations not exceeding \$25,000 without further solicitation or discussion.

10 **Price is based on** - If quoted price is based on the manufacturer's commercial catalog or price list, so indicate by annotating catalog or price list identification and date.

11 **Additional date** - If a "quote firm period" applies, enter the number of days if the period is less than 60. Enter any other data pertinent to the quotation furnished on the reverse side. Also, add your Payment Address if different than your Vendor Address.

12-13 **Complete Vendor Name, Address, Phone Nr., date, and sign.**

REVERSE SIDE - HAZARDOUS INFORMATION - Vendor should complete hazardous information or check "is not" block. This section applies to all contracts/calls requiring the delivery of hazardous materials or under which the performance of work, use, handling, manufacture, packaging, transportation, storage, inspection or disposal of, or any other use which will involve exposure to such hazardous material as defined in Federal Standard No. 313A. If such item(s) is hazardous, FAR 52.223-3 (Apr 1984) applies and vendor is required to furnish a completed Material Safety Data Sheet (MSDS) "Form No. OSHA-20" as defined in Federal Standard No. 313A. If the vendor certifies that an MSDS for the item(s) called for on this VQC has been previously submitted to a U.S. Government agency, and that there have been no changes affecting the characteristics and/or composition of the item(s) since such submission, a waiver may be granted based upon certification of prior submission by completing Section 1, "Hazardous Information." If the vendor has not previously submitted an MSDS for the hazardous items on this VQC, he should check the "is" block and complete all applicable forms that are required by Federal Standard No. 313A.

TECHNICAL REQUIREMENTS - Quotations shall be submitted in exact accordance with technical requirements, including packaging, packing and marking set forth on the reverse side of this form. If the quoter proposes to take any exception(s), the words "Technical Exception" shall be entered in the "Additional Data" block of the enclosed RFQ Vendor Quotation Card and a full description of the exception sufficient to permit the Government to determine acceptability shall be submitted with the quotation.

FAST PAY PROCEDURES - Orders for supplies resulting from the RFQ will be subject to Fast Pay Procedures. FAR 52.213-1 (Apr 1984) applies.

REPRESENTATION AND CERTIFICATION - The quoter represents and certifies as part of his quotation that he is or is not a small business, a small women-owned business concern, a disadvantaged small business women-owned concern, or a disadvantaged small business concern by entering the appropriate Code--A, B, E, F, M, or N in Block 22 on the front side of the enclosed RFQ Vendor Quotation Card.

a. **Small Business Concern** - A small business concern for the purpose of Government procurement is a concern, including its affiliates, that is independently owned and operated, which is not dominant in the field of operation in which it is quoting on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121. If the quoter is a small business concern and is not the manufacturer of the supplies offered and also represents that all supplies to be furnished hereunder will or will not be manufactured or produced by a small business concern in the United States, its possession or Puerto Rico, indicate in the appropriate box on the front of the enclosed RFQ Vendor Quotation Card.