**DAAN-15-02**

**Offer Submission Method** (October 2016)

Offers in response to this solicitation may be submitted by the following method(s) as indicated below, in accordance with FAR 15.208, Submission, Modification, Revision, and Withdrawal of Proposals:

\_\_\_\_\_ Mail to Bid Room:

\_\_\_\_\_ DLA Aviation

 8000 Jefferson Davis Highway,

 Building 33, E Bay, Room 124

 Richmond, VA 23297-5100

\_\_\_\_\_ Hand-carry:

\_\_\_\_\_ DLA Aviation

 8000 Jefferson Davis Highway,

 Building 33, E Bay, Room 124

 Richmond, VA 23297-5100

\_\_\_\_\_ Mail to Buyer:

\_\_\_\_\_ Address located in Block 8 of Standard Form 33

 Attention: \_\_\_\_(Insert Buyer Name)\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Address located in Block 9 of Standard Form 1449

 Attention: \_\_\_\_(Insert Buyer Name)\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Upload Proposals on the DLA Internet Bid Board System (DIBBS) at: https://www.dibbs.bsm.dla.mil/default.aspx

\_\_\_\_\_ Facsimile: In accordance with FAR 15.203(d)

\_\_\_\_\_ Aviation Bid Custodian: (804) 279-4165

 \_\_\_\_\_ Buyer’s Facsimile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ E-mail:

\_\_\_\_\_ Aviation Bid Custodian: DSCR.Biddesk@dla.mil

\_\_\_\_\_ Directly to buyer’s e-mail address located in Block 10C of Standard Form 33

\_\_\_\_\_ Buyer’s e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note**: E-mail proposals must not exceed 15 MB. Proposals greater than 15 MB must be submitted using multiple emails.

\_\_\_\_\_ The Bulk Offer Entry Tool (OET):

1. Use of the Bulk OET is mandatory for this solicitation. The current version of the Bulk OET does not replace the Bulk Fuels Offer Submission Package (OSP) in its entirety. Use of the Bulk OET will allow your offer to be imported directly into the Bulk Bid Evaluation Model (BEM). Additionally, you will still need to complete the OSP as part of your offer and attach it to your OET submission. NOTE: Please note that all attachments will be subject to a total restricted size of 10 MB. Please make sure that your attachment does not exceed 10 MB.
2. The SF1449 must be signed and submitted through the OET Tool.
3. In order to utilize the Bulk OET, you must first establish a Bulk OET account using the DLA Accounts Management and Provisioning System (AMPS). You can access AMPS at https://amps.dla.mil/oim where you can either create a new AMPS account or log in using your existing account (you will be asked to provide your CAGE code when creating a new AMPS account). Once you have established an account in AMPS, you will need to request the following role: “OET Prod – Vendor Offer Submission Role OET-105.” To select this role, you will first choose ‘Energy Applications’ then ‘Energy OET’ under the Browse Roles by Application tab. When applying for this role, please include your company name and the purchase programs you typically offer under in the notes or comments section of the application. Also, when applying for Bulk OET – you MUST include every CAGE code you intend to use to submit offers in the ‘notes’ section of the initial role request. Once your role has been approved, you will be provided with a user name and password that can be used to log into the Bulk Fuels OET at: https://offerwizard.dla.mil/bulkoet/bulkoet.html. If you experience difficulty in establishing an account, you can contact the DLA Energy Bulk Technical Team at DESC.BTechTeam@dla.mil for assistance.

\_\_\_\_\_ Additional Offer Submission Information:

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**Note**: Submission methods other than indicated above are not authorized at this time.

(End of Notice)