

Tab Handout 3-2e
Documenting Received Proposals

D.3. Abstract of Received Proposals.

This form provides an easy method of tracking the submitted offers and comparing the prices offered for each material. Of course, as discussed in Appendix B, price should not be the sole criteria on which you select a buyer.

Posted by _____ Date _____
 RFP# _____ Date Issued _____ Date RFPs Received _____ Date Opened _____

Vendors Required _____ # RFPs Received _____

Lot #	Item Description	Estimated Quantity (weight)	Vendor 1 (Name) Price Offered	Vendor 2 (Name) Price Offered	Vendor 3 (Name) Price Offered	Vendor 4 (Name) Price Offered
1						
2						
3						
4						
5						
6						
7						
8						
9						

PWTB 420-49-18
15 August 2000

D.4 Notice to Unsuccessful Offerors.

After selecting a buyer, use this form letter to alert the unsuccessful offerors.

Memorandum

FROM: Recycling Program

TO: Interested Parties/Contract File

DATE:

SUBJ: Successful offers on Request For Proposals

1. A total of ____ contracts have been awarded for the sale of recyclables listed in Request for Proposals # _____. There were _____ offers submitted. The winning prices for the specific lots are as follows:

Lot #	Unit price (\$/lb)
1	
2	
3	
4	

2. This information will be made available to all interested parties who request it. It may be obtained by fax, telephone, or by mail upon receipt of a written request.

Signed,

(Contracting Officer)