

**INFORMATION TO OFFERORS OR QUOTERS
SECTION A – COVER SHEET**

*Form Approved
OMB No. 9000-0002
Expires Oct 31, 2001*

The public reporting burden for this collection of information is estimated to average 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (9000-0002), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN BLOCK 4 BELOW.

1. SOLICITATION NUMBER SP0600-02-R-0024	2. (X one) <input type="checkbox"/> a. INVITATION FOR BID (IFB) <input checked="" type="checkbox"/> b. REQUEST FOR PROPOSAL (RFP) <input type="checkbox"/> c. REQUEST FOR QUOTATION (RFQ)	3. DATE/TIME RESPONSE DUE 03 JANUARY 2002 3:00 PM (LOCAL TIME)
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INSTRUCTIONS

NOTE: The provision entitled "Required Central Contractor Registration" applies to most solicitations.
 1. If you are not submitting a response, complete the information in Blocks 9 through 11 and return to the issuing office in Block 4 unless a different return address is indicated in Block 7.
 2. Offerors or quoters must include full, accurate, and complete information in their responses as required by this solicitation (including attachments). "Fill-ins" are provided on Standard Form 18, Standard Form 33, and other solicitation documents. Examine the entire solicitation carefully. The penalty for making false statements is prescribed in 18 U.S.C. 1001.
 3. Offerors or quoters must plainly mark their responses with the Solicitation Number and the date and local time for bid opening or receipt of proposals that is in the solicitation document.
 4. Information regarding the timeliness of response is addressed in the provision of this solicitation entitled either "Late Submissions, Modifications, and Withdrawals of Bids," or "Instructions to Offerors – Competitive Acquisition."

4. ISSUING OFFICE (Complete mailing address, including ZIP Code) DEFENSE ENERGY SUPPORT CENTER (PLC) 8725 JOHN J. KINGMAN RD STE 4950 FORT BELVOIR, VA 22060-6222	5. ITEMS TO BE PURCHASED (Brief description) Reg Unlead Gasohol/Gasoline (GUP-24/MUR-28) ----- 2,425,100 GL Clear Low Sulfur Diesel #2 (LS2-68) ----- 4,641,100 GL Dyed High Sulfur Diesel #2 (HS2-70) ----- 97,000 GL Marine Gas Oil (MGO-75) ----- 750,000 GL
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6. PROCUREMENT INFORMATION (X and complete as applicable.)	
<input checked="" type="checkbox"/>	a. THIS PROCUREMENT IS UNRESTRICTED.
<input type="checkbox"/>	b. THIS PROCUREMENT IS % SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS:
<input type="checkbox"/>	c. THIS PROCUREMENT IS % SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS:
<input type="checkbox"/>	d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINESS ACT.

7. **ADDITIONAL INFORMATION:** RETURN TO: BID CUSTODIAN, DESC-CPC, FAX: 703-767-8506 -OR- Bid Custodian, Defense Energy Support Ctr, ATTN DESC-CPC, Room 3729, 8725 John J. Kingman Rd, Ste 4950, Fort Belvoir, VA 22060-6222

8. POINT OF CONTACT FOR INFORMATION	
a. NAME (Last, First, Middle Initial) Moore, Gail	b. ADDRESS (Include ZIP Code) ATTN: DESC-PLC DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN RD STE 4950 FORT BELVOIR, VA 22060-6222
c. TELEPHONE NUMBER (Include Area Code and Extension) 703-767-9527	d. E-MAIL ADDRESS :gmoore@desc.dla.mil

9. REASONS FOR NO RESPONSE (X all that apply)	
<input type="checkbox"/> a. CANNOT COMPLY WITH SPECIFICATIONS	<input type="checkbox"/> d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED
<input type="checkbox"/> b. UNABLE TO IDENTIFY THE ITEMS(S)	<input type="checkbox"/> e. OTHER
<input type="checkbox"/> c. CANNOT MEET DELIVERY REQUIREMENT	

10. **MAILING LIST INFORMATION** (X one)
WE DO DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE INVOLVED.

11a. COMPANY NAME	b. ADDRESS
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c. ACTION OFFICER	
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) TITLE

(3) SIGNATURE	(4) DATE SIGNED (YYYYMMDD)
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A. CLOSING DATE: 03 JANUARY 2002, 3:00 PM LOCAL TIME, FORT BELVOIR VA. Any offer that is received after 3:00 PM will be considered late and may be determined unacceptable. Please see Clause L2.05-5, INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS (PC&S)(DESC AUG 2001).

B. OFFER SUBMISSION PACKAGE (OSP): This solicitation includes revised FAR coverage concerning small businesses, small disadvantaged businesses (SDBs) and historically under-utilized businesses (HUBZones). See Paragraph M of this document for further information on SDB and HUBZone evaluation preferences. All clauses which require fill-in information are included in the Offeror Submission Package. When submitting your offer via fax, please submit it to the attention of the **BID CUSTODIAN / DESC-CPC / RM 3729 / FAX # 703-767-8506.**

C. ECONOMIC PRICE ADJUSTMENT: Review **Clause B19.19, ECONOMIC PRICE ADJUSTMENT (PC&S).** The reference price publication to be used to escalate/de-escalate your prices has been selected by DESC. **The Base Reference Date is 19 NOVEMBER 2001.** Contract prices will change weekly based on changes in the publications, NOT BASED ON YOUR PRODUCT COSTS. After Award, DESC will post updated weekly contract prices to the web under “Doing Business with DESC” on the DESC homepage at www.desc.dla.mil.

D. TAX INFORMATION: Applicability of various Federal, State and Local taxes is governed by the following Clauses:

I28.01	FEDERAL, STATE AND LOCAL TAXES (DEVIATION)
I28.02-2	FEDERAL, STATE AND LOCAL TAXES/FEES EXCLUDED FROM CONTRACT PRICE
I28.03-2	TAX EXEMPTION CERTIFICATES

Please note that it is the offeror’s responsibility to ensure all applicable taxes and fees are included or excluded from their offer prices, as appropriate under aforementioned clauses. Defense Energy Support Center has a **State Fuel Tax Tabulation listing that can be accessed on-line under the heading Doing Business with DESC, scroll down for tabulation, at www.desc.dla.mil.** The taxes addressed in this listing are a guide and the accuracy is not guaranteed. The offeror is responsible for confirming the applicability of tax and tax rates with the State or local tax authority in question. If new revised data is discovered, please advise the Contract Specialist.

E. PAST PERFORMANCE DATA: The Government intends to award to the responsible offeror(s) that represents the “Best Overall Value.” Each offer will be evaluated based on the offeror’s record of past performance in addition to price and price related factors. Please complete the CONTRACTOR PERFORMANCE DATA SHEET (Attachment 3) and return with your offer. The following clauses provide additional information on how your offer will be evaluated and what information should be included in your offer.

L2.01-1 PROPOSAL PREPARATION INSTRUCTIONS AND PAST PERFORMANCE SUBMISSION
M72.02 EVALUATION FACTORS FOR BEST OVERALL VALUE

F. CONTRACT TYPE: Any contract awarded as a result of this solicitation will be a multi-year (3 yr period) REQUIREMENTS, FIXED-PRICE WITH ECONOMIC PRICE ADJUSTMENT. Please refer to Clauses I84 REQUIREMENTS and I86.03 DELIVERY-ORDER LIMITATIONS.

G. IBR: Some clauses available in the Federal Acquisition Regulation (FAR), the DoD FAR Supplement (DFARS), and the Defense Logistics Acquisition Directive 4105.1(DLAD), have been incorporated by reference (IBR). If your company cannot access these clauses on the WEB, you may request a copy from DESC-CPC

H. MASTER SOLICITATION: This is a Master Solicitation containing the terms and conditions essential for offering on this and all supplemental solicitations that may be issued for this program throughout the ordering period. Please retain this document for reference.

I. AMENDMENTS: Offerors must acknowledge receipt of any and all amendments to this solicitation by signing and returning the amendment with its offer.

J. POINT OF CONTACT: For clarification, explanation, or additional information, contact Gail Moore (703) 767-9527; FAX (703) 767-8506; or e-mail: gmoore@desc.dla.mil (NOTE: e-mail is the preferred method). All e-mail's must CC the Contracting Officer at kriso@desc.dla.mil.

K. DUNS NUMBER: Please include your company Data Universal Numbering System Number (DUNS) on the cover sheet of your offer.

L. Small Business information: Questions should be directed to Ms. Kathy Williams, DESC Small Business Specialist at 1-800-523-2601 or 1-703-767-9465.

M. ALTERNATE LINE ITEMS: Line Items being solicited as alternate line items (Gasohol/Gasoline) show the estimated three-year quantity beside the Gasohol line item, and "0" as the estimated quantity beside the Gasoline line item. You may offer on one OR both of these line items. The quantity shown beside the Gasohol line item is the quantity that will be awarded to the lowest offer price evaluated in accordance with Clause M63.01 EVALUATION OF OFFERS FOR ALTERNATE PRODUCT. Only one product will be awarded per pair of alternate line items. The product awarded, whether Gasohol OR Gasoline, is to be provided for the entire three-year Contract Period. **The term "Gasohol" does NOT mean "Oxygenated Gasoline."**

N. CENTRAL CONTRACTOR REGISTRATION (CCR) is required prior to contract award. Clause I1.07 REQUIRED CENTRAL REGISTRATION, requires contractors to register in the Department of Defense (DoD) Central Contractor Registration (CCR) database. The CCR is a central repository of trading partner information about firms qualified to conduct business with the Federal Government. Contractors register on a one-time basis and confirm on an annual basis that their CCR registration is complete and accurate. Offerors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423 or via Internet at www.ccr2000.com.

O. ATTENTION OFFERORS: DESC requests careful review of Clause F1.09-2 DETERMINATION OF QUANTITY. Adherence to this quantity determination clause should eliminate quantity discrepancies that can cause short payment of invoices. DESC also directs your attention to Clause G150.06-2 SHIPMENT NUMBER TO BE IDENTIFIED ON INVOICES as the procedure for submitting invoices has been revised.

P. EMERGENCY CONTACT POINT: The Defense Energy Support Center (DESC) contact point and telephone number for emergency situations during after-duty hours:

OPERATIONS CENTER, CONTINGENCY PLANS AND OPERATIONS DIVISION (DESC-DL)
TELEPHONE: 703-767-8420

Q. Care should be taken to mail correspondence relating to this solicitation or resulting contract to the address in Block 9 of the SF 1449. Invoices and supporting documents are to be submitted in accordance with PORTS Clauses G150.03-1 ELECTRONIC SUBMISSION OF INVOICES FOR PAYMENT (PORTS INTERNET APPLICATION) applicable to all DoD items, and, also, G150.06 SUBMISSION OF INVOICES FOR PAYMENT (DOMESTIC PC&S) and G150.11 SUBMISSION OF INVOICES BY FACSIMILE which are applicable to all FedCiv items.

R. SUSPENSION OF THE PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESSES PURSUANT TO FAR 19.11. The use of the Price Evaluation Adjustment (PEA) under this solicitation is suspended until 23 February 2002. The SUSPENSION is applicable to all DoD items or this entire Solicitation. The Price Evaluation Adjustment (PEA) is applicable to all FedCiv items, except the United States Postal Service (USPS).

S. FEDCIV: The SDB Price Evaluation Adjustment (PEA) now applies to Federal Civilian Agencies identified in the SCHEDULE portion of Clause B1.01 by the term "FEDACC". Please review Clause I240.01, NOTICE OF PRICE EVALUATION FOR SMALL DISADVANTAGE BUSINESS CONCERNS (Alt 1) located in the Offeror Submission Package (OSP) and Clause I174.06, MANUFACTURING AND FILLING POINTS (UNRESTRICTED). Clause I174.06 requires that an SDB must agree to provide product only manufactured by a small business manufacturer/refinery if they wish to be considered for the evaluation preference under Clause I240.01. The SDB preference does not apply to the United States Postal Service (USPS). Price data sheets "DESC Form 2.16" (FOB Destination items) must be used by any SDB who wishes to receive a preference.

SUBMISSION OF OFFERS

OFFERS MAY BE FAXED OR MAILED TO THE FOLLOWING:

FAX: 703-767-8506
ATTN: BID CUSTODIAN
DESC-CPC
SP0600-02-R-0024

MAIL: Bid Custodian
Defense Energy Support Center
ATTN: DESC-CPC, Room 3729
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, VA 22060-6222