

**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-0051	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 16 April 2002/1500 (3:00 PM) Local Time, Fort Belvoir VA
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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 <i>(Complete mailing address, including ZIP Code)</i> Defense Energy Support Center 8725 John J. Kingman Road, Suite 4950 Fort Belvoir VA 22060-6222	5. ITEMS TO BE PURCHASED <i>(Brief description)</i> Mogas, Distillates and Residuals for the Department of Defense and Federal Civilian Agencies in the state of New York for ordering period 01 August 2002 through 31 July 2005.
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6. PROCUREMENT INFORMATION <i>(X and complete as applicable.)</i>	
<input type="checkbox"/>	a. THIS PROCUREMENT IS UNRESTRICTED.
<input type="checkbox"/>	b. THIS PROCUREMENT IS 0 % SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS:
<input type="checkbox"/>	c. THIS PROCUREMENT IS 0 % SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS:
<input checked="" type="checkbox"/>	d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINESS ACT.

7. ADDITIONAL INFORMATION: Customer Organized Group 2 (COG 2).

A. The scheduled closing date is 16 April 2002, 3:00 p.m. local time, Fort Belvoir VA. Please reference clause L2.05-5 INSTRUCTION TO OFFERORS-COMMERCIAL ITEMS (PC&S), paragraph (b)(1), (2) and (h). INCLUDE YOUR EMAIL ADDRESS AND COMPANY WEBSITE ADDRESS WITH YOUR OFFER. All offers must be signed. Complete Blocks 30a, 30b and 30C on the SF 1449.

8. POINT OF CONTACT FOR INFORMATION	
a. NAME <i>(Last, First, Middle Initial)</i> Lyles, Dianne	b. ADDRESS <i>(Include ZIP Code)</i> Defense Energy Support Center (DESC-PLB) 8725 John J. Kingman Rd Suite 4950 Fort Belvoir, VA 22060-6222
c. TELEPHONE NUMBER <i>(Include Area Code and Extension)</i> (703) 767-9539	d. E-MAIL ADDRESS dlyles@desc.dla.mil

9. REASONS FOR NO RESPONSE <i>(X all that apply)</i>	
<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 <i>(X one)</i> WE <input type="checkbox"/> DO <input type="checkbox"/> 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 <i>(Last, First, Middle Initial)</i>	(2) TITLE

(3) SIGNATURE	(4) DATE SIGNED (YYYYMMDD)
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B. **CONTRACT TYPE:** This is a multiyear solicitation. Contracts awarded as a result of this solicitation will be Requirements Type Fixed Price with Economic Price Adjustment contract. Please refer to clauses I84, REQUIREMENTS and Incorporated by Reference clause I1.20-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (DESC NOV 1999).

C. **FACSIMILE OFFERS:** Facsimile proposals are authorized per clause L2.11-2 FACSIMILE PROPOSALS (OCT 1997). Telephone number of receiving facsimile is (703) 767-8506. The Price Data Sheets are incorporated into the SF 1449 Offer Submission Package (OSP) for your offers.

D. **ORDERING PERIOD:** The ordering period for contracts awarded under this solicitation is 1 August 2002 through 31 July 2005.

E. **DELIVERY PERIOD:** The delivery period is 1 August 2002 through 31 August 2005.

F. **ACKNOWLEDGEMENT OF AMENDMENTS:** Please review the DESC website periodically for any amendments to this solicitation or changes to the schedule. Offers must acknowledge receipt of any and all amendments to this solicitation by signing and returning one (1) copy of the amendment.

G. **BEST OVERALL VALUE:** Please be advised that the government will be awarding contracts to responsible offerors that represent the "Best Overall Value". The government will evaluate each offeror based on price, past performance, and other price related factors. The government reserves the right to make awards without negotiations. Therefore, those participating are advised to submit their best prices with their initial offers. The government reserves the right to conduct negotiations if the Contracting Officer determines them to be necessary. Clause L2.01-1 PROPOSAL PREPARATION INSTRUCTIONS AND PAST PERFORMANCE SUBMISSION (DOMESTIC) (DESC JAN 2001) and clause M72.02 EVALUATION FACTORS FOR BEST OVERALL VALUE (DOMESTIC) (DESC JAN 2001) will be used for determining best overall value.

H. **SCHEDULE OF SUPPLIES/SERVICES:** See Clause B1.01 SUPPLIES TO BE FURNISHED (DOMESTIC PC&S) (DESC MAR 1999) for those Activities not using the Paperless Ordering and Receipt Transaction Screen (PORTS) system. See clause B1.01-2 SUPPLIES TO BE FURNISHED (DOMESTIC PC&S) (PORTS INTERNET APPLICATION) (DESC MAR 1999) for the military Activities who will be using the PORTS system.

I. **BASE REFERENCE DATE:** March 11, 2002. The reference publication is identified in clause B19.19 ECONOMIC PRICE ADJUSTMENT (PC&S) (DESC JUL 1999).

J. **CENTRAL CONTRACTOR REGISTRATION (CCR) AND COMMERCIAL AND GOVERNMENT ENTITIY CAGE CODE REPORTING:** CCR Registration is required prior to contract award in accordance with DFARS 252.204.7004. All registrants are validated through the CAGE Code system. If you do not have a CAGE code, one will be assigned to you when your register with CCR. You can register via website <http://www.ccr2000.com/> or by telephone 1-888-227-2423.

K. **TAX INFORMATION:** It is the Offeror's responsibility to ensure all applicable taxes and fees are included or excluded from offered price. Clauses I28.01 FEDERAL, STATE AND LOCAL TAXES (DESC NOV 1993) DEVIATION, I28.02-1 FEDERAL, STATE AND LOCAL TAXES EXCLUDED FROM CONTRACT PRICE (DESC AUG 1997), I28.02-2 FEDERAL STATE AND LOCAL TAXES AND FEES (DESC NOV 2001) and I28.03-2 TAX EXEMPTION CERTIFICATES (DESC NOV 2001) are provided in the solicitation for your review. The DESC website www.desc.dla.mil provides a listing of applicable taxes in the Tax Compilation document "COMPILATION OF UNITED STATES FUEL TAXES, INSPECTION FEES AND ENVIRONMENTAL TAXES AND FEES".

L. **ECONOMIC PRICE ADJUSTMENT:** It is the Offeror's responsibility to review Clause B19.19 ECONOMIC PRICE ADJUSTMENT (PC&S) paragraph (5) (f) for the reference price publications DESC uses to escalate/de-escalate your offered prices. Petroleum Market Areas and Escalation Reference are also provided for your use. These publications will be used after award to update weekly contract prices under "Doing Business with DESC" on the DESC homepage at www.desc.dla.mil.

M. Any contract awarded to an offer, who at the time of award was suspended, ineligible or debarred from a receipt of government is voidable at the option of the government.

N. Any contract awarded to an offeror, who at the time of award was suspended, ineligible or debarred from a receipt of government contract is voidable at the option of the government.

O. ADDITIONAL POINTS OF CONTACT:

Small Business Office: Kathy Williams, (703) 767-9465, kwilliams@desc.dla.mil

Solicitation: Annette Brim, Contracting Officer (703) 767-9537, abrim@desc.dla.mil
Dianne Lyles, Contract Specialist (703) 757-9539, dlyles@desc.dla.mil
Tyler Parker, Commodity Business Specialist (703) 767-9536, tparker@desc.dla.mil

Emergency Contact Point: DESC emergency situation after hours contact
Operations Center
Contingency Plans and Operations Division (703) 767-8420 or (1-800) 2TOPOFF

P. SUBMISSION OF OFFERS:

FAX: (703) 767-8506
ATTN: Bid/Offer Custodian
DESC-CPC
SP0600-02-R-0051

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