

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

*Form Approved  
OMB No. 9000-0002  
Expires Oct 31, 2004*

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.**

<b>1. SOLICITATION NUMBER</b>	<b>2. (X one)</b> <input type="checkbox"/> a. INVITATION FOR BID (IFB) <input type="checkbox"/> b. REQUEST FOR PROPOSAL (RFP) <input type="checkbox"/> c. REQUEST FOR QUOTATION (RFQ)	<b>3. DATE/TIME RESPONSE DUE</b>
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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".

<b>4. ISSUING OFFICE</b> <i>(Complete mailing address, including ZIP Code)</i>	<b>5. ITEMS TO BE PURCHASED</b> <i>(Brief description)</i>
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<b>6. PROCUREMENT INFORMATION</b> <i>(X and complete as applicable)</i>	
<input 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.	

<b>7. ADDITIONAL INFORMATION</b>
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<b>8. POINT OF CONTACT FOR INFORMATION</b>			
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. ADDRESS</b> <i>(Include Zip Code)</i>	
<b>c. TELEPHONE NUMBER</b> <i>(Include Area Code and Extension)</i>	<b>d. E-MAIL ADDRESS</b>		

<b>9. REASONS FOR NO RESPONSE</b> <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 ITEM(S)	<input type="checkbox"/> e. OTHER <i>(Specify)</i>		
<input type="checkbox"/> c. CANNOT MEET DELIVERY REQUIREMENT			

<b>10. MAILING LIST INFORMATION</b> <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.	

<b>11a. COMPANY NAME</b>	<b>b. ADDRESS</b> <i>(Include Zip Code)</i>
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<b>c. ACTION OFFICER</b>			
<b>(1) TYPED OR PRINTED NAME</b> <i>(Last, First, Middle Initial)</i>		<b>(2) TITLE</b>	
<b>(3) SIGNATURE</b>			<b>(4) DATE SIGNED</b> <i>(YYYYMMDD)</i>

FOLD

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FOLD

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**FROM**

AFFIX  
STAMP  
HERE

<b>SOLICITATION NUMBER</b>	
<b>DATE (YYYYMMDD)</b>	<b>LOCAL TIME</b>

B. **FACSIMILE OFFERS:** Facsimile offers may be submitted in accordance with Clause L.2.11-2, FACSIMILE PROPOSALS. However, to confirm offers submitted via facsimile, signed copies of the request for proposal **must** be received at the Defense Energy Support Center within ten (10) days after the closing date.

C. Please be certain to identify all exceptions to the solicitations terms and conditions, if any, and acknowledge receipt and acceptance of all amendments to this solicitation.

D. Please complete the OFFER SUBMISSION PACKAGE in its entirety. All clauses which require offeror fill-in are included in the Offer Submission Package, along with a SCHEDULE OF SUPPLIES, which may be used to submit your offered prices.

E. **CONTRACT TYPE:** Contracts awarded as a result of this solicitation will be “Requirements”, Fixed Price with Economic Price Adjustment.” Please refer to Clauses I84, REQUIREMENTS (OCT 1995).

F. This solicitation contains Clause **B19.01-2, ECONOMIC PRICE ADJUSTMENT**. The initial offer price and base reference price date is **15 April 2002**. See Clause B19.01-2 for details regarding applicable escalator.

G. **SITE VISIT:** A site visit is **strongly recommended** for all FOB Destination items requiring TT/TW delivery, in accordance with Clause **L54, SITE VISIT**.

H. **BEST OVERALL VALUE:** Please be advised that the Government will not be awarding contracts to the responsible offeror(s) that represent the “Best Overall Value”. The Government will evaluate each offeror’s record of past performance, as well as price and other price related factors. **Please complete the Contractor Performance Data Sheet (Attachment A) as instructed and return with your offer.** Your attention is invited to the following clauses:

L2.01-3 - PROPOSAL PREPARATION INSTRUCTIONS AND PAST PERFORMANCE  
SUBMISSION  
M72.03-1 – EVALUATION FACTORS FOR BEST OVERALL VALUE

I. Any contract awarded to an offeror who, at the time of award was suspended, debarred, or ineligible from receipt of a contract with Government agencies, or in receipt of a notice of proposed debarment from any Government agency is voidable at the option of the Government.

J. Offers submitted in response to this solicitation must be in the English language and US dollars. Offers received in other than the English language and US dollars will be rejected.

K. For clarification, explanation, or additional information, contact Sherry Wilson at (703) 767-9534.

L. 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

M. NOTE: If your firm does not wish to offer on this solicitation, but does wish to remain on the mailing list, this form must be returned to DESC within 30 days after the closing date of the solicitation. FAILURE to respond within the time frame may result in automatic removal from the mailing list.