

**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.

1. SOLICITATION NUMBER SP0600-04-R-0013	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 August 2004/3:00 PM Eastern Daylight 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) SEE BLOCK 8B	5. ITEMS TO BE PURCHASED (Brief description)
	Marine Gas Oil NSN: 9140-01-417-6843 810,486 MT Fuel Oil, Intermediate 180 NSN: 9140-01-417-6645 293,603 MT Fuel Oil, Intermediate 380 NSN: 9140-01-417-6632 265,510 MT

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:
 THE NOTES ON THIS DD FORM 1707 PROVIDE INFORMATION THAT WARRANT YOUR SPECIAL ATTENTION PRIOR TO PREPARATION OF YOUR PROPOSAL. ADDRESS YOUR PROPOSAL TO:

ATTN: BID CUSTODIAN
 DESC-CPC ROOM 3815
 8725 JOHN J. KINGMAN RD. SUITE 4950
 FORT BELVOIR, VA 22060-6222

8. POINT OF CONTACT FOR INFORMATION

a. NAME (Last, First, Middle Initial) Murphy, Francis	b. ADDRESS (Include ZIP Code) DESC-PEB ROOM 3815 8725 JOHN J. KINGMAN RD. SUITE 4950 FORT BELVOIR, VA 22060-6222
c. TELEPHONE NUMBER (Include Area Code and Extension) 703-767-8334	d. E-MAIL ADDRESS francis.c.murphy@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)

- A. Please retain this document for reference.
- B. **CLOSING DATE:** The scheduled date for receipt of all offers is August 16, 2004, 3:00 P.M. Local (Fort Belvoir, VA) Time. **FACSIMILE OFFERS ARE PERMITTED, DESC facsimile number is 703-767-8506. ALL OFFERS MUST BE SIGNED.**
- C. **OFFER SUBMISSION: YOU ARE HEREBY REQUESTED TO SUBMIT YOUR ORIGINAL, SIGNED PROPOSAL AND OFFEROR SUBMISSION PACKAGE BEFORE THE CLOSING DATE OF THIS SOLICITATION. THE GOVERNMENT RESERVES THE RIGHT TO REJECT ANY PROPOSAL THAT IS STILL INCOMPLETE AFTER 10 DAYS OF THE OPENING DATE. SEE CLAUSE L 2.11-3 FOR DETAILS.**
- D. **ORDERING/DELIVERY PERIOD:** The Ordering Period for contracts awarded under this solicitation is from October 1, 2004 through September 30, 2008. Quantities solicited are for the entire 4-year Ordering Period. The Delivery Period is from October 1, 2004 through October 31, 2008.
- E. **DISCUSSIONS: THE GOVERNMENT RESERVES THE RIGHT TO MAKE AWARDS WITHOUT NEGOTIATIONS. THEREFORE, OFFERORS ARE ADVISED TO SUBMIT THEIR BEST PRICES WITH THEIR INITIAL OFFERS. THE GOVERNMENT RESERVES THE RIGHT TO CONDUCT NEGOTIATIONS IF THE CONTRACTING OFFICER DETERMINES IT NECESSARY. SEE CLAUSE L2.05-4.**
- F. **CONTRACT TYPE:** Contracts awarded as a result of this solicitation will be "REQUIREMENTS – TYPE FIXED PRICE WITH ECONOMIC PRICE ADJUSTMENT" CONTRACT. See clause I84.
- G. **COMPETITIVE RANGE:** Any offer determined to be outside the "Competitive Range" for this procurement will not be included in negotiations. Each initial offer should be submitted in good faith with the most favorable terms, from a price and technical standpoint. Please see clause L2.05-4.
- H. **ECONOMIC PRICE ADJUSTMENT & BASE REFERENCE:** Unless otherwise noted, the Base Reference Date for this solicitation is June 8, 2004. The escalator Base Reference Publications are identified under clause B19.19-1, ECONOMIC PRICE ADJUSTMENT. These references have been selected by DESC. Contract prices will change weekly based upon changes in the reference publications: price changes are not based upon product cost. Please review this clause carefully. Any proposed exception to this clause must be submitted with the initial offer. Additionally, please review clause M19.08 for Evaluation of Uncommon Escalators if an exception is taken to the suggested escalator. Lastly, DESC downloads the Electronic Versions of Platts Bunkerwire. Occasionally a slight discrepancy may be noted between the prices on the Electronic Version and the printed (hard copy) version. In such an event, the prices posted in the Electronic Version shall prevail.
- I. **B1.04-1 SUPPLIES TO BE FURNISHED (BUNKERS) TERMINAL ADDRESSES:** The complete terminal addresses from which product will be supplied, along with a point of contact and telephone number, are required for each line item in your offer.
- J. **FREE TIME AND DETENTION RATES:** Please review and complete clause F3.01 for all of the line items being offered on requiring delivery by TANK TRUCK or TRUCK and TRAILER and TANK WAGON. For items requiring BARGE, please review and complete clause F16.03.
- K. **AMENDMENTS:** Bidders must acknowledge receipt of any and all amendments to this solicitation by signing and returning the amendment with the proposal.
- L. **BIDDER CODE, CAGE CODE, AND DUNS NUMBER:** Please remember to furnish Bidder Code, CAGE Code and DUNS Number. Along with your company's phone and fax numbers in block 17a of the Standard Form 1449 (SF1449). If you have a current Government contract and do not know what your CAGE Code is, please contact Ms. Carlyn Johnson at 703-767-7367. If you have not been assigned a CAGE Code, insert the word "None" in the block.
- M. **TAXES:** Reference Clauses I28.21, I29, and K86. The offeror is responsible for knowing the applicable taxes to include in the offered price(s).
- N. **SMALL BUSINESS OR SMALL DISADVANTAGED BUSINESS QUESTIONS:** Please direct any questions regarding Small Business or Small Disadvantaged Business Affairs to Mrs. Kathy Williams of the DESC Small Business Office at (800) 523-5601 or (703) 767-9465. This does not apply to Overseas Buys.
- O. **NOTICE: ANY CONTRACT AWARDED TO A CONTRACTOR WHO AT THE TIME OF AWARD WAS SUSPENDED, DEBARRED, OR INELIGIBLE FOR THE RECEIPT OF CONTRACTS WITH GOVERNMENT AGENCIES OR IN RECEIPT OF A PROPOSED DEBARMENT FROM ANY GOVERNMENT AGENCY IS VOIDABLE AT THE OPTION OF THE GOVERNMENT.**
- P. **EMERGENCY POINT OF CONTACT:** DESC contact point/telephone number for emergency situations during after-duty hours is: DESC OPERATIONS CENTER Telephone Number: (703) 767-8420.
- Q. **PRIMARY SOLICITATION CONTACT POINT:** For clarification, explanation and additional information please contact: Mr. Francis Murphy at (703) 767-8334/francis.c.murphy@dla.mil.

R. CENTRAL CONTRACTOR REGISTRATION (CCR): Contractors must be registered in the Department of Defense (DoD) CCR database prior to the award of a contract for solicitations issued after May 31, 1998. The CCR is a central repository of trading partner information about firms qualified to do 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. Contractors can register one of three ways:

1. Through the internet/WWW at: <http://www.ccr.gov>
2. Through a Value Added Network provider by way of an electronic transaction know as an "838 Trading Partner Profile."
3. By mail or facsimile by contacting the CCR Registration Assistance Center at 1-888-277-2423 for an application or by downloading the form from: <http://www.fecrc.com/whatsnew/ccrregist.html>
4. This does not apply to foreign contractors. However, DESC encourages all offerors to register in the CCR and to participate in Electronic Funds Transfer (EFT), as this will streamline the payment process and result in faster payment.

S. NOTICE TO ALL OFFERORS: Due to potential threat conditions which may prevail at various ports / locations at various times during the contract period, strict security measures may be in place at time of delivery. These security procedures may include, but are not limited to: searches of delivery vehicle / vessel; identification check of delivery personnel; security swims under / around delivery and receiving vessels. In addition, Contractors may be required to be vetted; this consists of background checks and the ability to verify they are who they say they are.