



**DEFENSE LOGISTICS AGENCY**  
DEFENSE ENERGY SUPPORT CENTER  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY  
REFER TO

MAR 07 2003

DESC-CPA

CONTRACTING INSTRUCTION (CI): 03-04  
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Use of DD 1707 for Commercial Solicitations

In an effort to streamline solicitations for commercial items, the current DEPI coverage contained in Part 15.204-5, paragraph (d), is being amended to allow for the optional use of the DD 1707 "INFORMATION TO OFFERORS OR QUOTERS" when soliciting in accordance with FAR Part 12.

The amended DEPI coverage is attached to this Contracting Instruction.

This CI is informational only and expires upon inclusion in the DEPI. Point of contact is Sherry Wilson, extension 7392.

A handwritten signature in black ink that reads "Gabriella M. Earhardt".

GABRIELLA M. EARHARDT  
DESC Center Senior Procurement Official

Attachment:  
DEPI coverage



(d) Use of the DD Form 1707 is optional when soliciting for commercial items under FAR Part 12, otherwise the DD Form 1707 shall accompany each solicitation and should be annotated with a statement substantially as follows:

Please complete and submit with your offer the original plus one copy of all forms contained in the accompanying Offeror Submission Package. Copies of all documents submitted must be exactly the same as the original.