

**Common Terms and Conditions Guide**  
**Section 1 – Solicitation Provisions**

**Clause Number: 1000**  
**Effective: 10/15/2002**  
**Page: 1 of 2**

**Solicitation Instructions**

Bidder will comply with these instructions when responding to this solicitation.

- (a) Responses to this solicitation received after the specified "Bid Close Date" or "Required Date" may be considered nonresponsive. Any extension of the Bid Close Date or Required Date will be approved by Buyer's Authorized Procurement Representative.
- (b) Bidder will provide pricing for the next highest quantity break, if any, above the quantity specified herein.
- (c) Bidder's response to this solicitation will be based upon zero shipping tolerance. If Bidder's offered price can be reduced by allowing for shipping tolerances, Bidder will so indicate by quantifying the reduction and specifying the shipping tolerance.
- (d) Bidder will indicate any manufacturer's part number if its response to this solicitation proposes an equivalent item other than the requirement stated herein.
- (e) Bidder will return the original Request For Quotation (RFQ), signed, dated, and incorporating the information indicated below. If Bidder received a Request For Proposal (RFP), the information indicated below will be provided as part of its response to this solicitation:
  - (1) Terms of payment;
  - (2) FOB point;
  - (3) Unit price for quantities indicated, Bidder's corresponding unit of measure, and the extended price (the product of the quantity required multiplied by the unit price);
  - (4) Bidder's delivery schedule. Note: If Bidder can deliver in accordance with Buyer's required schedule, a separate indication of schedules is not required;
  - (5) Production lead-time required (in weeks).
- (f) Bidder will carefully review all documents cited in Buyer's solicitation to ensure the following:
  - (1) All information required to properly respond to this solicitation has been received;
  - (2) All tooling and material requirements, processes, and procedures are understood and priced accordingly in its response to this solicitation.

**Common Terms and Conditions Guide**  
**Section 1 – Solicitation Provisions**

**Clause Number:** 1000  
**Effective:** 10/15/2002  
**Page:** 2 of 2

- (g) Bidder accepts the responsibility to contact Buyer's Authorized Procurement Representative, at the number noted in this solicitation, to resolve questions or concerns regarding this solicitation.
- (h) Bidder acknowledges by its response to this solicitation that no former employee of Buyer is representing Bidder in connection with its proposal or any resulting order.
- (i) Proposals signed by an agent of Bidder will be accompanied by evidence of his or her authority to sign as agent of Bidder unless such evidence has been previously furnished.
- (j) Buyer reserves the right to reject any and all proposals if such action is deemed necessary to serve the interests of Buyer.
- (k) If an award is made, it will be made to the bidder whose proposal, when price and other factors are considered, will result in the most favorable situation for Buyer.
- (l) Buyer reserves the right to accept other than the lowest-priced proposal and to reject all others without prior discussions.
- (m) Buyer will use historical data from its Supplier Rating System when considering quality and timely delivery performance as award factors. Buyer intends to employ Best Value quantitative analysis of historical performance data whenever all responsive bidders have representative performance data in the Supplier Rating System.
- (n) The award may be made based on initial proposals, without discussion or negotiation. Accordingly, initial proposals should be submitted on the most favorable terms from a price, delivery, and technical standpoint.
- (o) Unless Bidder otherwise specifies in its proposal, Buyer may make an award for any item (or group of items) in Bidder's proposal for a quantity less than the quantity proposed at the unit price proposed.
- (p) Buyer reserves the right to consider proposals or modifications to proposals received after the date specified in this solicitation, provided such documents are received prior to award and are in Buyer's and/or the Government's best interests.
- (q) Issuance of this solicitation does not commit Buyer to award a contract or to pay any costs incurred in the submission of any proposals or in making necessary studies or designs for the preparation thereof.