

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.			PAGE OF PAGES 1 1	
1. SOLICITATION NO.	2. DATE ISSUED 4.24.09	3. REQUEST/PURCHASE REQUEST NO. RQ.545432	4. COMMODITY GROUP AND CLASS 645-00-00	RATING		
5A. ISSUED BY Office of Contracting and Procurement 441 4 th Street NW., Suite 700 South Washington, DC 20001			6. DELIVER BY (Date) days from date of award			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Gail Smith (202) 724-4791 Fax (202) 727-8843			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Prospective Offerors			9. DESTINATION (Consignee and address, including ZIP code)			
8a. Vendor Tax ID #						
9b. Duns Number						
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE BY 10:00 A.M. on Tuesday April 28, 2009		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
01	The District of Columbia Department of Transportation has a need for 8.5 by 11' recycled paper. The delivery shall be done in four (4) equal shipments. The first shipment should be delivered by April 30, 2009. Please provide a firm fixed price quote for the items on the attached list, sign the document and fax to: Gail Smith Office of Contracting and Procurement 441 4 th Street, N.W., Suite 700 South Washington, D.C. 20001 (ph) 202-724-4791 (fax) 202-727-8843	1	Job			
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	



RQ545432

Form:

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	This requisition is established to allow for ...		case	284			
<p>This requisition is established to allow for the annual purchase of paper for DDOT, the Vendor shall provide recycled paper to DDOT for a fixed cost. the paper sizes are; 8.5x11, Delivery shall be in 4 equal shipments, shipped monthly. The first shipment shall be delivered by April 30, 2009. All shipments are to be delivered to 2217 14th Street, NW, 20009, First Floor Storage Room B.</p>							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
2	This requisition is established to allow for ...		case	159			
<p>This requisition is established to allow for the annual purchase of paper for DDOT, the Vendor shall provide recycled paper to DDOT for a fixed cost. the paper sizes are; 8.5x11, Delivery shall be in 4 equal shipments, shipped monthly. The first shipment shall be delivered by April 30, 2009. All shipments are to be delivered to 2217 14th Street, NW, 20009, First Floor Storage Room B.</p>							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
3	This requisition is established to allow for ...		case	444			
<p>This requisition is established to allow for the annual purchase of paper for DDOT, the Vendor shall provide recycled paper to DDOT for a fixed cost. the paper sizes are; 8.5x11, Delivery shall be in 4 equal shipments, shipped monthly. The first shipment shall be delivered by April 30, 2009. All shipments are to be delivered to 2217 14th Street, NW, 20009, First Floor Storage Room B.</p>							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
4	This requisition is established to allow for ...		case	360			
<p>This requisition is established to allow for the annual purchase of paper for DDOT, the Vendor shall provide recycled paper to DDOT for a fixed cost. the paper sizes are; 8.5x11, Delivery shall be in 4 equal shipments, shipped monthly. The first shipment shall be delivered by April 30, 2009. All shipments are to be delivered to 2217 14th Street, NW, 20009, First Floor Storage Room B.</p>							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
5	This requisition is established to allow for ...		case	27			
<p>This requisition is established to allow for the annual purchase of paper for DDOT, the Vendor shall</p>							

	provide recycled paper to DDOT for a fixed cost. the paper sizes are; 8.5x11, Delivery shall be in 4 equal shipments, shipped monthly. The first shipment shall be delivered by April 30, 2009.						
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
6	This requisition is established to allow for ...		case	178			
	This requisition is established to allow for the annual purchase of paper for DDOT, the Vendor shall provide recycled paper to DDOT for a fixed cost. the paper sizes are; 8.5x11, Delivery shall be in 4 equal shipments, shipped monthly. The first shipment shall be delivered by April 30, 2009.						
						Total	