



REVISED REQUEST FOR QUOTATION DATED 8/20/09

Contracts & Procurement Services

Page of ISSUANCE DATE: August 18, 2009 RQ #: RQ619160
 CLOSING DATE: August 24, 2009 12:00 P.M.

VENDOR NAME:			
ADDRESS:		ATTN:	
PHONE #:		FAX #:	
DUN & BRADSTREET #:		FEDERAL ID #:	
PLEASE REPLY BY: ☞	Monday, August 24, 2009 - 12 P.M.	QUESTIONS? (Please Contact) ☞	Janet Spevak 202 -741-5937 - phone Janet.Spevak2@dc.gov

YOU MUST USE THIS QUOTE SHEET OR YOUR BID WILL NOT BE CONSIDERED

ITEM/SKU NUMBER	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	<p>The DC Office of the State Superintendent of Education (OSSE) —Business and Support Services has a requirement for Paper.</p> <p>See attached</p> <p>Bidder shall provide an exact number of delivery days.</p> <p><u>DELIVERY ADDRESS:</u> See attached</p> <p><u>DELIVERY DATE:</u> Five (5) Business Days from Date of Award</p> <p><u>Government POC:</u> <i>Mutinda Parris, 202-727-8194</i></p> <p>Bidder shall state Unit Cost and Total Cost.</p>	See attached		

	<p>Please submit all quotes to:</p> <p>Janet Spevak or Shirley Etwaroo Contract Specialist OSSE Contracts and Procurement 441 4th Street, N.W. – Suite 350N Washington, D.C. 20001 Phone: 202-741-5937 (202-481-3829) Fax: 202-727-2019 Email: janet.spevak2@dc.gov</p>			<p style="text-align: right;">TOTAL</p> <p style="text-align: right;">\$ _____</p>
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ALL SHIPPING MUST BE FOB DESTINATION

ARE YOU LSDBE CERTIFIED? **Yes** **No** (If “yes”, please attach certification)

NOTE: ALL BIDS MUST INCLUDE YOUR COMPANY’S STOCK NUMBER, AS WELL AS PACKING SIZES (i.e., 10 per box, 6 boxes per case) AND MUST BE BRAND NAME OR EQUAL DISCOUNT.

Percent **Delivery Days**

DISCOUNT FOR PROMPT PAYMENT OF LESS THAN 20 DAYS WILL NOT BE CONSIDERED IN EVALUATING QUOTATION

SUBMITTED BY: (Signature of Person Authorized to Sign) 

TITLE:	DATE:
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CONTRACTING OFFICER:	DATE:
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The Office of the State Superintendent of Education (OSSE) requires a vendor to provide and deliver recycle copy paper, per the attached specifications, to the below OSSE locations:

1. Van Ness Elementary School, 1150 5th Street, SE, Washington, DC 20003
2. 717 14th Street, NW, Washington, DC 20009

The vendor must provide inside delivery to both locations and must be able to deliver all items within 5 days from the date of the Purchase Order and during regular business hours;

The vendor must deliver the specified number of items to each location (see attachment);

And the Vendor must provide a ramp in order to negotiate a (4) inch step at the entrance of each location.

Agency-Wide Copy Paper Order

Stock#	Description	Color	Unit Type	Total Quantity	Quantity to be delivered to 717 14th Street	Quantity to be delivered to Van Ness	Unit Cost
CAS-054904	RECYCLE COPY PAPER - 8 1/2 X 14	WHITE	CT	50	17	33	
CAS-054901	RECYCLE COPY PAPER - 8 1/2 X 11	WHITE	CT	800	267	533	
WAU-62331	RECYCLE COPY PAPER - 8 1/2 X 11	CANARY	CT	10	3	7	
WAU-62321	RECYCLE COPY PAPER - 8 1/2 X 11	BLUE	CT	10	3	7	
WAU-62351	RECYCLE COPY PAPER - 8 1/2 X 11	IVORY	CT	10	3	7	
WAU-62361	RECYCLE COPY PAPER - 8 1/2 X 11	PINK	CT	10	3	7	
WAU-62401	RECYCLE COPY PAPER - 8 1/2 X 11	GRAY	CT	10	3	7	
WAU-62421	RECYCLE COPY PAPER - 8 1/2 X 11	ORCHID	CT	10	3	7	
WAU-60902	RECYCLE COPY PAPER - 8 1/2 X 11	ASSORTED	CT	10	3	7	
TOTALS							

