

1. REQUEST NO. POAE-2008-Q-422306	2. DATE ISSUED 08//06/08	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS Group VI →	CODE
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5A. ISSUED Office Of Contracting And Procurement Simplified Acquisition Group VI 441 4 th Street, NW. 700 South Washington, DC 20001	6. DELIVER BY (Date)
	7. DELIVERY

5B. FOR INFORMATION CALL: (Name and telephone no.)(No Collects) Franklin Poole/ email –franklin.poole@dc.gov TEL: 202-724-2122 Fax: 202-727-0245	<input checked="" type="checkbox"/> FOB Destination <input type="checkbox"/> OTHER (See Schedule)
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8. TO: NAME AND ADDRESS: Prospective Bidder(s)	Destination: Office of the Deputy Mayor for Education 1350 Pennsylvania Avenue, NW Washington, DC 20004 Attn: Tara Bridgett
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10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE COB (Date) 08/08/08 by 1:00pm	11. BUSINESS CLASSIFICATION (Check appropriate boxes) DISADVANTAGED <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> WOMEN-OWNED <input type="checkbox"/> ENTERPRISE ZONE
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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 invoices. 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)
	Bidder(s) shall provide Firm Fixed pricing for printing services for Six Thousand (6000) Emergency Management Flipcharts in accordance with the specification as stated herein. Emergency Management Guides must be completed and delivered by COB Friday, August 22, 2008 to the Office of the Deputy Mayor for Education, John A. Wilson Building, 1350 Pennsylvania Avenue, NW, Suite 303, Attn: Ms. Jenna Grant or Ms. Tara Bridgett SPECIFICATIONS: Six Thousand (6,000) Guide to Emergency Preparedness directories (layout text (set), print, cut, bound, inserted) including: Poly-board cover (red front, green back – 60 mil plastic) spiral bound at top edge, 9" wide X 7 ¼" high. Including District of Columbia name and logo in white screening on front cover, and screen printing on insides of front and back cover. Sixteen tiered plastic pockets including customized content to be prepared by the Office of the Deputy Mayor for Education, but formatted by bidder. 8 inserts in the first section. 8 inserts in the second section. Inserts shall be stair steps apart. Full color printing on information card (two cards double sided) – 90lb index 3/8" band at bottom of each insert 16 different colors with knockout Collation and installation of the cards in Guides	6000	EA		

SPECIFICATIONS CON'T:

Additional yellow divider (poly-board panel) in center with hold for hanging from hook.

Additional tab on top edge with a hole for hanging from a hook

Includes total of 96,000 insert, 96,000 tiered plastic sleeves, 18,000 plastic dividers and 6,000 plastic 1" by 7 ¼" wall hanging holders.

Office of the Deputy Mayor for Education (DME) must see a sample of the product before the product is complete and delivered to the DME by COB August 22, 2008.

Bidder shall state unit cost: _____

Bidder shall state total cost: _____

Bidder shall state TAX ID No.: _____

District of Columbia Supply
Schedule _____

GSA Schedule _____

Open Market Solicitation with Preference Points given to Small Local Business Development Enterprise.)

Period of Performance/Delivery Date: _____

Award Basis:
Lowest Price

Quotation Submission Date: The closing date for receipt of quotation is Friday, August 8, 2008 by 1:00 p.m. EST. Any questions regarding this solicitation should be submitted to Franklin Poole at franklin.poole@dc.gov no later than Thursday August 07, 2008 at 11:00 a.m.

Bidder shall update the attach Master Supplier Information Collection Form. Please fax in to 202-727-9183 when complete.

FISCAL YEAR (FY08) CLOSE OUT DELIVERY SCHEDULE"

"RECEIPT OF ALL GOODS AND/OR SERVICES OBLIGATED UNDER THIS PURCHASE ORDER SHALL BE SHIPPED/RENDERED BY THE CONTRACTOR/VENDOR IN SUCH A FASHION TO ENSURE THAT THEY ARE RECEIVED BY AUTHORIZED REPRESENTATIVES OF THE AGNECY ON OR BEFORE SEPTEMBER 30,2008. SHIPMENTS MADE AFTER SEPTEMBER 30, 2008 WILL NOT BE ACCEPTED, BUT IF ACCEPTED WILL NOT HAVE PAYMENT AUTHORIZED; AND THE PURCHASE ORDER WILL BE SUBJECT TO A TERMINATION FOR DEFAULT".

Notice, The district government requires all vendors to have an approved contract or purchase order in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract.

13. DISCOUNT FOR PROMPT PAYMENT 	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER (<i>Street, city, county, State and ZIP Code</i>)	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
	17. NAME AND TITLE OF SIGNER (<i>Type or print</i>)		18. TELEPHONE NO. (<i>Include area code</i>)	