REQUEST FOR TASK ORDER PROPOSAL (RFTOP) (THIS IS NOT AN ORDER) **OFFEROR TO COMPLETE BLOCKS 8 & 29**	1. THIS ACQUISITION IS ☐ SET ASIDE SBE (_____ SBE Category) X SET ASIDE DCSS (_Marketing, Media & Public Information Services Schedule) ☐ GSA SCHEDULE (_____ Schedule)	PAGE OF PAGES (incl. Cover) 1 / 17

2. SOLICITATION NO.	3. DATE ISSUED	4. REQUISITION NO.	5. CONTRACT NUMBER	6. OFFER DUE DATE/TIME
DCCR-2008-T-0046	**April 2, 2008**	**RQ393831**		April 16, 2008 at 2:00 PM

7A. ISSUED BY	7B. FOR INFORMATION CALL:
Office Of Contracting and Procurement **441 4th Street, NW., 700 South** **Washington, DC 20001**	NAME: Janice Brown or Ruby Nelson PHONE: 202-724-4086 or 202-724-5443 FAX: 202-727-5580 E-MAIL- JANICE.BROWN@DC.GOV; RUBY.NELSON@DC.GOV
8A ADMINISTERED BY	8B DELIVER TO: DC Department of Consumer and Regulatory Affairs
9. DELIVER BY *(Date)* 9(a). ☐ FOB DESTINATION 9(b). ☐ OTHER *(See Schedule)*	10. PAYMENT WILL BE MADE BY
11. OFFEROR 11(a) DUNS NO. 11(b) FEDERAL TAX ID NO.	11(c) CBE Certification (Check Appropriate Boxes) ☐Small ☐ Local ☐ Resident-Owned ☐ Long Time ☐ Enterprise Zone Certification No. _____

IMPORTANT: 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 offeror. Any representations and/or certifications attached to this Request for Quotations must be completed by the offeror.

12. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	SEE ATTACHED SOLICITATION				

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)*	15. 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)*