

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>				PAGE OF PAGES 1 1	
1. REQUEST NO. RQ704757	2. DATE ISSUED 8/5/2010	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS 620-85-85	RATING	
5A. ISSUED BY Office of Contracting & Procurement 441 4 th St. NW 700S Washington DC 20001			6. DELIVER BY <i>(Date)</i> August 13, 2010 – Initial Order August 18, 2010 – subsequent Order		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Eun-Kyung Choi, Contract Specialist Office (202) 724-5247 Fax (202) 727-8843; eun-kyung.choi@dc.gov			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE To All DCSS			9. DESTINATION <i>(Consignee and address, including ZIP code)</i> Department of Health – Warehouse 3330 V Street, N.E. Washington, DC 20018		
8a. Vendor Tax ID #					
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 04:00PM <i>(Date)</i> August 6, 2010		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> DCSS <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)
0001	Notebook Mate School Kits	15,000	Each	\$ _____	\$ _____
0002	Freight Charge – Delivery by August 13, 2010	1	Each	\$ _____	\$ _____
0003	Freight Charge – Delivery by August 18, 2010	1	Each	\$ _____	\$ _____
Notes: See Attachment A for Statement of Work. No Bid: If your company is not interested in bidding on the RFQ, please fax the attached form back to my attention on (202) 727-8843				Total	\$ _____
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> Government Tax ID number		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>	

URGENT REQUEST

STATEMENT OF WORK

1. SCOPE:

The District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Health's (DOH) Community Health Administration (CHA), seeks a Contractor to provide Notebook Mate School Kit for school age children as part of a campaign to encourage and promote school readiness.

2. BACKGROUND

It's Wise to Immunize is a partnership including the District of Columbia Department of Health (DOH) Immunization Program, District of Columbia Public Schools (DCPS), Children's National Medical Center Government and External Affairs Division, and Children's School Services School Health Program. The *It's Wise to Immunize* program is devoted to increasing immunization rates and the use of primary care providers. The program educates the public about the importance of immunizations, provides vaccinations and links families to primary care providers.

This year, CHA will use a variety of incentives to encourage immunizations and completion of the well-child doctor's visit, including supplying students with new backpacks and school supplies after completion of their scheduled physical and immunization appointment at one of several community-based health centers or mobile units working in partnership with the Department of Health.

3. REQUIREMENTS

3.1 The Contractor shall provide fifteen thousand (15,000) Notebook Mate School Kits.

3.2 The Contractor shall fill each kit with the following supplies:

- a. A clear plastic pouch with zipper (6 in H x 9 ¼ in W).
- b. An assorted neon pencil
- c. Jester pen with black ink
- d. A round eraser
- e. 6 inch Natural finish ruler
- f. White pencil sharpener

3.3 The Contractor shall deliver the filled backpacks to the following address:

DOH Warehouse
3330 V Street, NE
Washington, DC 20018.

3.4 The Contractor shall deliver seven thousand five hundred (7,500) Notebook Mate School Kits no later than 2:00 p.m., local time, August 13, 2010.

3.5 The Contractor shall deliver all remaining kits by 2:00 p.m., local time, August 18, 2010.

4. DELIVERABLES

CLIN	Deliverable	Quantity	Due Date
3.1	Notebook Mate School Kits	7,500	August 13, 2010
3.1	Notebook Mate School Kits	7,500	August 18, 2010

5. TERM OF CONTRACT

The term of this contract shall be date of award through delivery.

6. INSPECTION AND ACCEPTANCE

The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the contract requirements or District standards, the District may require the Contractor to repeat these services at no increase in the contract amount. When defects in services or deliverables cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred, or (2) terminate the contract for default.