

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 N	2. DATE ISSUED 11.19.08	3. REQUEST/PURCHASE REQUEST NO. 468401	4. COMMODITY GROUP AND CLASS	RATING	
5A. ISSUED BY Office of Contracting and Procurement 441 4 th Street NW., Suite 700 South Washington, DC 20001			6. DELIVER BY <i>(Date)</i> <i>days from date of award</i>		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Gail Smith Phone: (202) 724-4791 Fax: (202) 727-8843			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Prospective Bidders			9. DESTINATION <i>(Consignee and address, including ZIP code)</i>		
8a. Vendor Tax ID #					
9b. Duns Number					
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE Monday November 24, 2008 @ 11:00 AM		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <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 DC Department of Employment Service has a need for Toner Cartridges. Please review and provide prices for items on the attached list, sign the document and fax to: Gail Smith, Contract Specialist Office of Contracting and Procurement 441 4th Street, N.W., Suite 700 South Washington, D.C. 20001 (ph) 202-724-4791 (fax) 202-727-8843				
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>

Item Nbr.	Mfr Cde	Manufacturer Part Number	D E S C R I P T I O N --- O F I T E M ---	--- Unit --- UOM --Price	-Qty Reqd	Ex'tndd --Price
1	HEW	C4813A.....	INKJ PRTHD 11 YLW 110	Ea	<u>12</u>	
2	HEW	C3964A.....	LSR COATING KIT LJ5 5	Ea	<u>12</u>	
3	BRT	TN350.....	LSR TNR BLK HL2040 20	Ea	<u>12</u>	
4	HEW	C8552A.....	LSR TNR YLW LJ9500 25	Ea	<u>12</u>	
5	HEW	C8553A.....	LSR TNR MAG LJ9500 25	Ea	<u>12</u>	
6	HEW	C8551A.....	LSR TNR CYN LJ9500 25	Ea	<u>12</u>	
7	HEW	C8550A.....	LSR TNR BLK LJ9500 25	Ea	<u>12</u>	
8	HEW	C8562A.....	LSR DRUM YLW LJ9500 4	Ea	<u>12</u>	
9	HEW	C8563A.....	LSR DRUM MAG LJ9500 4	Ea	<u>12</u>	
10	HEW	C8561A.....	LSR DRUM CYN LJ9500 4	Ea	<u>12</u>	
11	HEW	C8560A.....	LSR DRUM BLK LJ9500 4	Ea	<u>12</u>	
12	HEW	C8554A.....	LSR CLNG KIT LJ9500 5	Ea	<u>30</u>	
13	HEW	C8555A.....	LSR TRNSF KIT LJ9500	Ea	<u>30</u>	
14	HEW	C8556A.....	LSR FUSER KIT LJ9500	Ea	<u>30</u>	
15	HEW	C4096A.....	LSR TNR BLK LJ2100 50	Ea	<u>12</u>	
16	BRT	TN460.....	LSR TNR BLK HIYLD HL1	Ea	<u>60</u>	
17	HEW	Q5952A.....	LSR TNR YLW CLJ4700 1	Ea	<u>30</u>	
18	HEW	C4195A.....	LSR DRUM KIT LJ4500 2	Ea	<u>30</u>	
19	HEW	C9386AN.....	INKJ CART 88 CYN OJ K	Ea	<u>30</u>	
20	HEW	C9388AN.....	INKJ CART 88 YLW OJ K	Ea	<u>30</u>	
21	HEW	C9387AN.....	INKJ CART 88 MAG OJ K	Ea	<u>30</u>	
22	HEW	C9385AN.....	INKJ CART 88 BLK OJ K	Ea	<u>30</u>	
23	HEW	C9396AN.....	INKJ CART 88 BLK HIYL	Ea	<u>30</u>	
24	BRT	17020.....	RBN TYPE CORR FILM EM	Ea	<u>20</u>	