

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input checked="" type="checkbox"/> DCSS <input type="checkbox"/> GSA		PAGE OF PAGES 1 1	
1. REQUEST NO. RQ No. 619113	2. DATE ISSUED 8-17-09	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE	CAPTION Office Supplies	
5A. ISSUED BY Office of Contracting and Procurement Office of the State Superintendent of Education 441 4th St. NW, Room 700 South Washington, D.C. 20001			6. DELIVER BY <i>(Date)</i> 9-30-09		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> JANET SPEVAK (202-741-5937)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Office of the State Superintendent of Education 441 4th St. NW, Room 350 North Washington, D.C. 20001			9. DESTINATION <i>(Delivery Address)</i> See attached		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE <i>(See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time)</i> 8-14-09 2:00 P.M. Bid Room No. 703 South		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE			
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)
	See Attached Supplies List and Scope of Work				
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>

The Office of the State Superintendent of Education (OSSE) requires a vendor to provide and deliver general office supplies, per the attached specifications, to the below OSSE locations:

1. Van Ness Elementary School, 1150 5th Street, SE, Washington, DC 20003
717 14th Street, NW, Washington DC 20009
2. The vendor must provide inside delivery to both locations and must be able to deliver all items prior to September 30, 2009 and during regular business hours;

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

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

And the vendor must assemble the Regal Shelving unit, included in the order, at the Van Ness Elementary School site, upon delivery.

Agency-Wide Supply Order

Stock#	Description	Color	Unit Type	Quantity to be delivered to Van Ness	Quantity to be delivered to 717 14th Street	Unit Cost	Total Cost
EVE-EA91BP8	AA BATTERY	N/A	PK	10	3		
EVE-EA92BP4	AAA BATTERY	N/A	PK	10	3		
CPM-47928CT	PALMOLIVE DISHWASHING LIQUID	N/A	CT	2	1		
RAC-74411CT	LYSOL KITCHEN CLEANER	N/A	CT	1	N/A		
MMM-C31	SPONGE	YELLOW	EACH	20	5		
COX-01654	CLOROX WIPES	N/A	BX	10	3		
ACC-72320	PAPER CLIPS	N/A	PK	200	50		
ACC-72580	JUMBO PAPER CLIPS	N/A	PK	100	25		
UNV-10200	3/4 BINDER CLIPS	N/A	PK	200	50		
UNV-10220	2IN BINDER CLIPS	N/A	PK	150	38		
IVR-51505	COMPRESSED AIR DUSTER	N/A	PK	20	5		
IVR-37602	1GB FLASH DRIVE	N/A	EACH	50	13		
FEL-58021	MOUSE PAD	BLK	EACH	100	25		
UNV-75401	WHITE OUT	N/A	DZ	30	8		
UNV-35206	LETTER ENVELOPE	WHITE	BX	50	N/A		
WEV-CO671	CATALOG ENVELOPE	WHITE	BX	50	N/A		
AVE-48462	Address labels	white	box	10	3		
UNV-12213	FILE FOLDER - LETTER	MANILA	BX	200	50		
UNV-15213	FILE FOLDER -LEGAL	MANILA	BX	200	50		
UNV-14121	HANGING FILE FOLDER - LETTER	ASSORTED	BX	200	50		
ESS-45270	FILE FOLDERS	ASSORTED	PK	6	2		
UNV-14221	HANGING FILE FOLDER - LEGAL	ASSORTED	BX	200	50		
FEL-00306	STORAGE BOXES	N/A	6/CT	50	N/A		
MMM-688-AST1	SIGNATURE FLAGS	N/A	PK	50	13		
GOJ-9639-12CT	HAND SANITIZER	N/A	BX	10	3		
TOP-7501	NOTE PAD - JR LEGAL	CANARY	PK	100	25		
TOP-63580	NOTE PAD- LEGAL	CANARY	PK	100	25		
MMM-654-18CP	POST IT NOTES	PLAIN	PK	100	25		
UNV-55520	PENCIL	N/A	PK	100	25		

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Stock#	Description	Color	Unit Type	Quantity to be delivered to Van Ness	Quantity to be delivered to 717 14th Street	Unit Cost	Total Cost
UNV-30000	PENCIL SHARPENER	BLK	EACH	10	3		
PAP-3331131	PEN	BLK	DZ	200	50		
PAP-3331131	PEN	BLUE	DZ	200	50		
AVE-24063	HI-LIGHTER	ASSORTED	ST	200	50		
SAN-33074	MARKER	ASSORTED	ST	200	50		
SAN-83074	DRY ERASE MARKER	ASSORTED	ST	50	13		
UNV-74323	3 HOLE PUNCHER	N/A	EACH	30	8		
ACM-60003	FIRST AIDE KIT	N/A	EACH	10	3		
LIL-231152	MEDICINE DESPENCER W/MEDS	N/A	EACH	2	1		
GAX-355L	LATEX GLOVES	N/A	BX	5	1		
UNV-92004	SHEARS	BLK	EACH	100	25		
UNV-43118	STAPLER	BLK	EACH	100	25		
UNV-79000	STAPLES	N/A	BX	200	50		
UNV-00700	STAPLE REMOVER	BROWN	EACH	100	25		
MMM-C15-BK	TAPE DISPENSER	BLK	EACH	100	25		
MMM-810K24	TAPE	N/A	PK	10	3		
SMD-13730	CLASSIFIED FOLDERS	BLUE	PK	50	13		
SMD-13733	CLASSIFIED FOLDERS	GREEN	PK	50	13		
UNV-15161	EXPANDING FILE POCKETS - LEGAL	REDROPE	PK	30	8		
UNV-15343	EXPANDING FILE POCKETS - LETTER	REDROPE	PK	20	5		
MAX-648710	CD	SILVER	PK	10	3		
SMD-76740	END TAB JACKETS	MANILA	CT	30	8		
SMD-76700	END TAB JACKETS	MANILA	CT	75	19		
UNV-46300	RULED PERFORATED PADS	WHITE	DZ	10	3		
SJP-S59700	CLASSIFICATION FOLDERS- LETTER	MANILA	BX	10	3		
MET-VR500BLK	STEEL SHELVING	BLK	EACH	1	N/A		
MEA-06386	WIRE BOOKS	ASSORTED	EACH	5	1		
UNV-47215	INDEX CARDS	WHITE	PK	50	13		
MMM-566	WALL PADS	WHITE	CT	5	1		

Agency-Wide Supply Order

Stock#	Description	Color	Unit Type	Quantity to be delivered to Van Ness	Quantity to be delivered to 717 14th Street	Unit Cost	Total Cost
SAN-20078TL	SCENTED WATERCOLOR MARKERS	ASSORTED	ST	5	1		
FEL-52454	LAMINATING POUCHES - 11 1/2 X 9	CLEAR	PK	1	N/A		
FEL -52007	LAMINATING POUCHES - 2 5/8 X 3 7/8	CLEAR	PK	2	1		
UNV -167026	SHIPPING BOXES	BROWN	CT	50	N/A		
UNV- 166331	SHIPPING BOXES	BROWN	CT	30	N/A		
FUJ-15822972	DIGITAL CAMERA	N/A	EACH	2	N/A		
CLG-API	DIGITAL CAMERA CASE	BLK	EACH	2	N/A		
TNN-RGL-1836SSD	SHELF - STARTER	N/A	EACH	4	N/A		
TNN-RGL-21836ASD	SHELF - ADD-ON UNIT	N/A	EACH	8	N/A		
TOTALS							