

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



REQUEST FOR DELIVERY ORDER PROPOSALS

TO: General Services Administration (GSA), Federal Supply Vendors and District of Columbia Supply Schedule (DCSS) Vendors

SOLICITATION NO: DCTO-2009-R-4508

CAPTION: (30) Mitsubishi 50 inch XGA Data Display

ISSUANCE DATE: May 12, 2009

DUE DATE: May 21, 2009

The D.C. Office of Contracting and Procurement, on behalf of the Homeland Security and Emergency Management Agency, seeks a vendor to provide (30) Mitsubishi 50 inch XGA Data Display Cubes.

The delivery order proposal should be prepared according to the instructions listed below:

1. **Proposal Submission Requirements**

The request for quotation shall consist of one (1) original and one (1) copy. Each shall be submitted in a sealed envelope conspicuously marked: **“Request for Quotations in Response to Solicitation Number DCTO-2009-R-4508, “Mitsubishi 50 inch XGA Data Display.”**

The proposal shall, at minimum, include:

- a. Completed Price Schedule (See Attachment A)
- b. Completed Tax Affidavit (See Attachment B)
- c. Completed W-9 (See Attachment C)
- d. Completed Master Supplier Agreement (See Attachment D)
- e. GSA Market (Federal Supply Schedule) or DC Supply Schedule

2. **Bid**

This section shall be submitted on the price schedule located on Attachment A. The bid shall include the total price for all goods. Pricing shall be a firm fixed price and shall identify all costs. Unless otherwise directed in writing, the price proposal shall, at a minimum, identify the total price and include a summary of the items proposed.

3. **Proposal Delivery (Hand, Facsimile, and/or Electronic Mail)**

Delivery or Mail to:

Office of Contracting and Procurement
Bid Counter Room, Suite 703 South
441 4th Street, N.W.
Washington, D.C. 20001
Attention: John Holmes II

4. **Proposal Submission Date**

The closing date for receipt of proposals is Thursday, May 21, 2009, by 2:00 p.m., EST.

Any questions regarding this solicitation should be submitted to John Holmes II at john.holmes@dc.gov no later than Monday, May 18, 2009 at 11:00 a.m., EST.

5. **Evaluation for Award**

The contract will be awarded to the lowest, responsive, responsible offeror.

6. **Tax Certification Affidavit**

Offerors shall also complete and return the Tax Certification Affidavit (Attachment B).

7. **W-9 and Master Supplier Information Collection Template**

Offerors shall also complete and return the W-9 (Attachment C) and Master Supplier Information Collection Template (Attachment D).

ATTACHMENT A - PRICE SCHEDULE

The District contemplates awarding a contract for the items listed below based on firm fixed price rates. The price shall include all costs.

CLIN	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	Total Price
0001	Mitsubishi 50-inch XGA Data Display Cubes Model #: VS-50XL50U The contractor shall be able to make delivery during the week of May 25, 2009.	30	each		