

**INFORMATION TO OFFERORS OR QUOTERS
SECTION A – COVER SHEET**

*Form Approved
OMB No. 9000-0002
Expires Oct 31, 2004*

The public reporting burden for this collection of information is estimated to average 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (9000-0002), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN BLOCK 4 BELOW.

1. SOLICITATION NUMBER SP0600-03-R-0114	2. (X one) <input type="checkbox"/> a. INVITATION FOR BID (IFB) <input checked="" type="checkbox"/> b. REQUEST FOR PROPOSAL (RFP) <input type="checkbox"/> c. REQUEST FOR QUOTATION (RFQ)	3. DATE/TIME RESPONSE DUE 25 November 2002/3:00 PM Eastern Standard Time
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INSTRUCTIONS

NOTE: The provision entitled "Required Central Contractor Registration" applies to most solicitations.
1. If you are not submitting a response, complete the information in Blocks 9 through 11 and return to the issuing office in Block 4 unless a different return address is indicated in Block 7.
2. Offerors or quoters must include full, accurate, and complete information in their responses as required by this solicitation (including attachments). "Fill-ins" are provided on Standard Form 18, Standard Form 33, and other solicitation documents. Examine the entire solicitation carefully. The penalty for making false statements is prescribed in 18 U.S.C. 1001.
3. Offerors or quoters must plainly mark their responses with the Solicitation Number and the date and local time for bid opening or receipt of proposals that is in the solicitation document.
4. Information regarding the timeliness of response is addressed in the provision of this solicitation entitled either "Late Submissions, Modifications, and Withdrawals of Bids," or "Instructions to Offerors – Competitive Acquisition."

4. ISSUING OFFICE (Complete mailing address, including ZIP Code) SEE BLOCK 8B	5. ITEMS TO BE PURCHASED (Brief description)	
	Marine Gas Oil NSN: 9140-01-313-7776	31,668,300 GL
	Fuel Oil, Intermediate 180 NSN: 9140-01-271-5280	1,043,000 GL
	Fuel Oil, Intermediate 380 NSN: 9140-01-235-2832	2,482,000 GL
	DIESEL FUEL, GRADE #2 NSN: 9140-01-456-9443	1,410,000 GL

6. PROCUREMENT INFORMATION (X and complete as applicable.)

<input checked="" type="checkbox"/>	a. THIS PROCUREMENT IS UNRESTRICTED.
<input type="checkbox"/>	b. THIS PROCUREMENT IS % SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS:
<input type="checkbox"/>	c. THIS PROCUREMENT IS % SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS:
<input type="checkbox"/>	d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINESS ACT.

7. ADDITIONAL INFORMATION:
THE NOTES ON THIS DD FORM 1707 PROVIDE INFORMATION THAT WARRANT YOUR SPECIAL ATTENTION PRIOR TO PREPARATION OF YOUR PROPOSAL. ADDRESS YOUR PROPOSAL TO:

ATTN: BID CUSTODIAN
DESC-CPC ROOM 3815
8725 JOHN J. KINGMAN RD. SUITE 4950
FORT BELVOIR, VA 22060-6222

8. POINT OF CONTACT FOR INFORMATION

a. NAME (Last, First, Middle Initial) ARMSTRONG, GARRELL L.	b. ADDRESS (Include ZIP Code) DESC-PHB ROOM 3815 8725 JOHN J. KINGMAN RD. SUITE 4950 FORT BELVOIR, VA 22060-6222
c. TELEPHONE NUMBER (Include Area Code and Extension) -703-767-8457	d. E-MAIL ADDRESS garmstrong@desc.dla.mil

9. REASONS FOR NO RESPONSE (X all that apply)

<input type="checkbox"/> a. CANNOT COMPLY WITH SPECIFICATIONS	<input type="checkbox"/> d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED
<input type="checkbox"/> b. UNABLE TO IDENTIFY THE ITEMS(S)	<input type="checkbox"/> e. OTHER
<input type="checkbox"/> c. CANNOT MEET DELIVERY REQUIREMENT	

10. MAILING LIST INFORMATION (X one)
WE DO DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE INVOLVED.

11a. COMPANY NAME	b. ADDRESS
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c. ACTION OFFICER

(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) TITLE
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(3) SIGNATURE	(4) DATE SIGNED (YYYYMMDD)
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- A. **MASTER SOLICITATION:** This is a Master Solicitation containing the terms and conditions essential for offering on this and all supplemental solicitations that may be issued for this program throughout the Ordering Period. Please retain this document for reference.
- B. **CLOSING DATE:** The scheduled date for receipt of all offers is **25 NOVEMBER 02, 3:00 P.M. PM Local Fort Belvoir Time.** **FACSIMILE OFFERS ARE PERMITTED**, DESC facsimile number is 703-767-8506. **ALL OFFERS MUST BE SIGNED.**
- C. **OFFER SUBMISSION:** YOU ARE HEREBY REQUESTED TO SUBMIT YOUR ORIGINAL, SIGNED PROPOSAL AND OFFEROR SUBMISSION PACKAGE BEFORE THE CLOSING DATE OF THIS SOLICITATION. THE GOVERNMENT RESERVES THE RIGHT TO REJECT ANY PROPOSAL THAT IS STILL INCOMPLETE AFTER **10 DAYS** OF THE OPENING DATE. SEE CLAUSE L 2.11-3 FOR DETAILS.
- D. **ORDERING/DELIVERY PERIOD:** The Ordering Period for contracts awarded under this solicitation is **01 APRIL 2003 through 31 MARCH 2005.** Quantities stated are for a two-year requirement. The Delivery Period is **01 APRIL 2003 through 30 APRIL 2005.**
- E. **DISCUSSIONS:** **THE GOVERNMENT RESERVES THE RIGHT TO MAKE AWARDS WITHOUT NEGOTIATIONS. THEREFORE, OFFERORS ARE ADVISED TO SUBMIT THEIR BEST PRICES WITH THEIR INITIAL OFFERS. THE GOVERNMENT RESERVES THE RIGHT TO CONDUCT NEGOTIATIONS IF THE CONTRACTING OFFICER DETERMINES IT NECESSARY. SEE CLAUSE L2.05-4.**
- F. **CLAUSES INCORPORATED BY REFERENCE:** Some clauses available in the Federal Acquisition Regulation (FAR) have been incorporated by reference (IBR); you may request a copy from DESC-PHB.
- G. **CONTRACT TYPE:** Contracts awarded as a result of this solicitation will be **"REQUIREMENTS – TYPE FIXED PRICE WITH ECONOMIC PRICE ADJUSTMENT"** CONTRACT. See clause I84.
- H. **COMPETITIVE RANGE:** Any offer determined to be outside the **"Competitive Range"** for this procurement will not be included in negotiations. Each initial offer should be submitted in good faith with the most favorable terms, from a price and technical standpoint. Please see clause **L2.05-4.**

- I. **ECONOMIC PRICE ADJUSTMENT & BASE REFERENCE:** The **Base Reference Date** for this solicitation is **4 November 2002.** The escalator Base Reference Publications are identified under clause **B19.19-1, ECONOMIC PRICE ADJUSTMENT.** These references have been selected by DESC. Contract prices will change weekly based upon changes in the reference publications: price changes are not based upon product cost. Please review this clause carefully. Any proposed exception to this clause must be submitted with the initial offer. Additionally, please review clause **M19.08 for Evaluation of Uncommon Escalators** if an exception is taken to the suggested escalator.
- J. **TERMINAL ADRESSES:** The complete terminal addresses from which product will be supplied, along with a point of contact and telephone number, are required for each line item in your offer per clause. **B1.04-1 SUPPLIES TO BE FURNISHED (BUNKERS).**
- K. **FREE TIME AND DENTION RATES:** Please review and complete clause **F3.01** for all of the line items being offered on requiring delivery by **TANK TRUCK** or **TRUCK and TRAILER** and **TANK WAGON.** For items requiring **BARGE,** please review and complete clause **F16.03.**
- L. **AMENDMENTS:** Bidders must acknowledge receipt of any and all amendments to this solicitation by signing and returning the amendment with the proposal.
- M. **BIDDER CODE, CAGE CODE, AND DUNS NUMBER:** Please remember to furnish Bidder Code, CAGE Code and DUNS Number. Along with your company's phone and fax numbers in block 17a of the Standard Form 1449 (SF1449). If you have a current Government contract and do not know what your CAGE Code is, please contact Mr. Garrell Armstrong at 703-767-8457. If you have not been assigned a CAGE Code, insert the word "None" in the block.
- N. **TAXES:** Reference Clauses I28.21. The offeror is responsible for knowing the applicable taxes to include in the offered price(s).
- O. **SMALL BUSINESS OR SMALL DISADVANTAGED BUSINESS QUESTIONS:** Please direct any questions regarding Small Business or Small Disadvantaged Business Affairs to Mrs. Kathy Williams of the DESC Small Business Office at (800) 523-5601 or (703) 767-9465.

- P. **NOTICE: ANY CONTRACT AWARDED TO A CONTRACTOR WHO AT THE TIME OF AWARD WAS SUSPENDED, DEBARRED, OR INELIGIBLE FOR THE RECEIPT OF CONTRACTS WITH GOVERNMENT AGENCIES OR IN RECEIPT OF A PROPOSED DEBARMENT FROM ANY GOVERNMENT AGENCY IS VIOLABLE AT THE OPTION OF THE GOVERNMENT.**
- Q. **EMERGENCY POINT OF CONTACT:** DESC contact point/telephone number for emergency situations during after-duty hours is: **OPERATIONS CENTER Telephone Number: (703) 767-8420.**
- R. **PRIMARY SOLICITATION CONTACT POINT:** For clarification, explanation and additional information please contact: Mr. Garrell Armstrong at (703) 767-8457 or garmstrong@desc.dla.mil.
- S. **CENTRAL CONTRACTOR REGISTRATION (CCR):** Contracts must be registered in the Department of Defense (DoD) CCR database prior to the award of a contract for solicitations issued after May 31, 1998. The CCR is a central repository of trading partner information about firms qualified to do business with the Federal Government. Contractors register on a one-time basis and confirm on an annual basis that their CCR registration is complete and accurate. Contracts can register one of three ways:
1. Through the internet/WWW at: <http://www.ccr2000.com>
 2. Through a Value Added Network provider by way of an electronic transaction known as an "838 Trading Partner Profile."
 3. By mail or facsimile by contacting the CCR Registration Assistance Center at 1-888-277-2423 for an application or by downloading the form from: <http://www.fecrc.com/whatsnew/crregist.html>
 4. This does not apply to overseas buys.
- T. **ELECTRONIC FUNDS TRANSFER (EFT):** EFT is mandatory for all DoD contract items. Make sure that your offer includes all information required by clause G9.07 and the receiving bank is Automated Clearing House (ACH) capable.

- U. **NOTE TO LARGE BUSINESSES ONLY:** Clause I171.01-2, **SMALL, SMALL DISADVANTAGED, AND WOMAN-OWNED BUSINESS SUBCONTRACTING PLAN**, requires you to submit a subcontracting plan for awards over \$500,000. DFSC-P Form 1 (in Offeror Submission Package) can be used as your actual **Small, Small Disadvantaged, and Woman Owned Business Subcontracting Plan**. However, if you prefer to send your own plan in lieu of completing DFSC-P Form 1, you may do so. All subcontracting plans must meet the criteria set forth in Clause I171.01-2. **IF YOU HAVE A MASTER PLAN APPROVED AT CORPORATE LEVEL, ALL NECESSARY INFORMATION MUST BE CONVEYED FOR VERIFICATION BY DESC-DU.**
- v. **ENVIRONMENTAL REQUIREMENTS:** Please note clause I80.04 **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL ENVIRONMENTAL REQUIREMENTS**, which shall include the “**Oil Pollution Act**” of 1990, specifically the requirements of a U.S. Coast Guard approved “**Oil Spill Response Plan**” for marine transportation-related activities. It shall also cover EPA’s enforcement of high sulfur distillate fuels being dyed after October 1, 1993. Compliance is applicable to all items included in your offer and throughout the life of any resulting contract(s) from this RFP. The Coast Guard maintains a WebSite on the Internet and the Marine Safety Office for each district can provide detailed information on the procedures for Coast Guard approval/certification. You can access the Coast Guard Web Site via the DESC HomePage. **SUCCESSFUL OFFERORS WILL BE REQUIRED TO SUBMIT PROOF OF CERTIFICATION THAT THE OFFEROR IS MAINTAINING A CURRENT OVER-THE-WATER COAST GUARD CERTIFICATION FOR EACH PORT, IN COMPLIANCE WITH THE ACT, PRIOR TO RECEIPT OF AN AWARD.**