

### **3.2.2.3-13 Submission of Information/Documentation/Offers (July 2004)**

(a) Information, Documentation, and Offers and modifications thereof shall be submitted in sealed envelopes or packages

(1) Addressed to the office specified in the (RFI/RFP), and

(2) Showing the time specified for receipt, the RFI/RFP number, and the name and address of the offeror.

(b) Telegraphic submittals will not be considered unless authorized by the RFI/RFP; however, offers may be modified by written or telegraphic notice.

(c) Facsimile submittals, modifications or withdrawals will not be considered unless authorized by the RFI/RFP.

(d) Information, Documentation, and Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the RFI/RFP.

(e) Item samples, if required, must be submitted within the time specified for receipt of submittals. Unless otherwise specified in the RFI/RFP, these samples shall be

(1) submitted at no expense to the Government, and

(2) returned at the sender's request and expense, unless they are destroyed during pre-award testing.

**(End of provision)**

#### **PRESCRIPTION**

May be used in all RFIs/RFPs to instruct offerors of general requirements for submitting information.