REQUEST FOR QUOTA (THIS IS NOT AN ORDE							
1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION	I/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF.	RATING		
USCA13Q0001	10/04/2012	REQ ITSD13001	REQ ITSD130011 UNDER BDSA REG. 2 AND/OR DMS REG. 1				
5a. ISSUED BY Procurement Management Division Administrative Office of the United States One Columbus Circle, N.E. Suite 3-250 Washington, DC 20544-0001 Paula Schwenk, 202-502-2546	c Courts	•		6. DELIVER BY (date) 10/12/2012 7. DELIVERY X FOB DESTINATION	OTHER (See Schedule)		
	FOR INFORMATION CALL		- /	9. DESTINAT			
NAME Paula Schwenk		AREA CODE 202	NUMBER 502-2546 Ext.:	AO Information and Technology Administrative Office of the Unit One Columbus Circle, N.E. Suite 3-230			
	8. TO:			Washington, DC 20544-0001			
10. PLEASE FURNISH QUOTATION ISSUING OFFICE IN BLOCK 5 BEFORE CLOSE OF BUSINES 10/09/2012	a ON OR SS (Date) please so in pay any consumptions are	ndicate on this form and osts incurred in the pare of domestic origin u	nd return it to the address in Block preparation of the submission of	urnished are not officers. If you c 5a. This request does not comm this quotation or to contract for ter. Any representations and/or c	it the Government to supplies or service.		
	11 SCHEDULI	F (Include applica	able Federal. State and loc	cal taxes)			

11. Soi iedole (include applicable rederal, State and local taxes)

CLIN NO.	SUPPLIES OR SERVICES	QUANTITY	QUANTITY UNIT UNIT PRICE		AMOUNT	
(a)	(b)	(c)	(d)	(e)	(f)	

See Lines

						1	A	248 841/0
	a. 10 CALI	ENDAR DAYS (%)	NDAR DAYS (%) b. 20 CALE		c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS		
12. DISCOUNT FOR PROMPT PAYMENT						NUMB	ER	PERCENTAGE
NOTE: Additional provisions and representations	[] are [X] a	re not attached.				•		
13. NAME AND ADDRESS	OF QUOTE	R		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN			15. DATE OF	
a. NAME OF QUOTER				QUOTATION			QUOTATION	
b. STREET ADDRESS					16. SIGNER			
				a. NAME (Type or print)			b. TELEPHONE	
c. COUNTY							AREA	CODE
d. CITY	Δ STΔTF	f. ZIP CODE		c. TITLE (Type or print)			NUM	RER
G. 011 1	C. STATE	1. 211 OODL		o. Title (Type of pillit)			1 4 O IVII	J

# **Supplies or Services and Prices/Costs**

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount	
0001	Quantity: 400 cartons (5000 sheets per carton)	Total: 1	Carton			
	Paper Stock: 24# (89g/m) White Opaque text, 30%					
	PCW recycled.					
	Finish: Smooth					
	Brightness: 92					
	Delivery address:					
	One Columbus Circle, N.E.					
	Washington, DC 20544					
	Size 8-1/2 x 11"					

**Extended Description:**AOUSC will only require 32 cartons of 24# per month. Contractor to hold remaining paper stock until notified by AOUSC. Upon notification, contractor has 2 workday to deliver requested quantity.

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0002	Quantity: 944 cartons (5000 sheets per carton)	Total: 1	Carton		
	Paper Stock: 20# (75g/m) White Opaque text, 30%				
	recycled.				
	Finish: Smooth				
	Brightness: 92				
	Size 8-1/2 x 11"				
	Delivery address:				
	One Columbus Circle, N.E.				
	Washington, DC 20544				

**Extended Description:**AOUSC will only require 128 cartons of 20# Contractor to hold remaining paper stock until notified by AOUSC. Upon notification,contractor has 2 workday to deliver requested quantity.

# **Applicable Clauses**

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases	JUN 2012

Clause	Title	Date
3-300	Central Contractor Registration	APR 2011

# B-5 Clauses Incorporated by Reference

OCT 2010

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://www.uscourts.gov/procurement.aspx.

(END)

### 3-305 Payment by Electronic Funds Transfer-Central Contractor Registration

JUN 2012

- (a) Method of payment.
- (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause.
- (2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either-
- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).
- (b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.
- (c) Mechanisms for EFT payment. The Government will make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.
- (d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice shall be deemed not to be a proper invoice.
- (e) Liability for uncompleted or erroneous transfers.
- (1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for-
- (i) Making a correct payment; and
- (ii) Recovering any erroneously directed funds.
- (2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and-
- (i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or
- (ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.
- (f) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to § 740.50, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Con-

tractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

- (g) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.
- (h) Payment Information. The Administrative Office of the U.S. Courts will not provide EFT payment information. Payment information may be obtained by registering as a payee vendor with the United States Department of the Treasury. Registered vendors may retrieve and/or review check stub advice each time an EFT payment is received. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the check and any other payment information to the remittance address contained in the CCR database.

(END)

7-125 Invoices APR 2011

- (a) Invoices shall be submitted to the address (physical or e-mail) specified in this contract and in accordance with any schedule for payments set forth elsewhere under this contract.
- (b) The office that will make payments due under this contract will be designated in the contract at the time of contract award.
- (c) To constitute a proper invoice, the billing document shall include the following information and/or attached documentation:
- (1) name of business concern and such business's Taxpayer Identification Number;
- (2) period(s) covered by invoice and invoice date;
- (3) purchase order or contract number or other authorization for delivery of property or services, e.g., delivery/task order number for orders under indefinite delivery contracts;
- (4) for each line item general description of product delivered or services rendered, measured unit, and associated price;
- (5) any applicable payment discount terms;
- (6) total amount billed;
- (7) a subtotal of any and all fees or credits applied to the invoice;
- (8) an amount due (if any) or credit balance;
- (9) name (where practicable), title, phone number, fax number, and complete mailing address of the responsible official to whom payment is to be sent. The "remit to" address shall correspond to the remittance address in the contract:
- (10) other substantiating documentation or information as required by the purchase/delivery/task order or contract;
- (11) all follow-up invoices shall be marked "Duplicate of Original." Contractor questions regarding payment information or check identification shall be directed to the relevant paying authority specified in the contract.

(END)

### **Instructions to Offerors or Respondents**

### 4-1 Type of Contract

JAN 2003

The judiciary plans to award a firm fixed price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(END)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

http://www.uscourts.gov/procurement.aspx.

(END)