

How to Find an IFB Number

An IFB (Invitation For Bid) is a hardcopy or electronic "catalog" of items listed for potential sale. An IFB also contains essential information that the potential buyer will need if successful in bidding. This includes:

- The IFB *number*, a six character number assigned as follows:
 - [33-XXXX](#) = One Time and Term, Scrap and Hazardous sealed bid sales conducted by the DRMS National Sales Office
 - [38-XXXX](#) = Exchange or Sale
 - [6X-XXXX](#) = DRMO and ISO sales in Europe and Asia/Pacific (including Hawaii and Guam).
 - The date, time, and location of the bid opening.
 - Terms and conditions of the sale.
 - A loading legend, a table which explains the loading requirements of the property for sale.
 - Other information such as acceptable forms of payment, office hours, telephone and fax numbers.

The Invitation For Bid number is on the front cover of the sale catalog. If you have done a database search, you will find the *IFB number* in the eighth column under the title "Bid/Item Number". The *first six digits* of the number appearing in the column is the IFB number. The *next four* digits are the item number within the IFB catalog. The ninth column contains the *Bid Opening Date* for the sale.

If you have obtained sale information from the "Dynamic Listings", you will find the IFB catalog number at the top of each listing as well as the bid opening date.

You should not submit a bid based upon information received via database searches or dynamic listings only.

Your bid is routed to the appropriate DRMS sales office using the IFB number. A missing or incorrect IFB number renders your bid non-responsive.

You should never submit a bid without first perusing the official IFB catalog. At the present time IFB catalogs are available on the World Wide Web for ISO sales only. IFB catalogs for DRMO sales >*MUST* be obtained from the DRMO conducting the sale that you are interested in. A list of all DRMOs [telephone and fax numbers](#) can be found under the "Customer Service" section of the DRMS Home Page.

ISO IFB catalogs can be downloaded from the [ISO catalogs page](#) in either plain text form or in compressed (recommended) form.