



# **Navy Electronic Commerce Online**

https://www.neco.navy.mil

# VENDOR USER MANUAL

- NECO is user friendly and free to use
- A "Cradle to Grave Process" from Solicitation to Quote to Award
- Utilizes commercially available technology
- Requires only a PC with a modem and Internet Service
- View NECO files on the Internet or in EDI from your Value Added Network (VAN)

# Navy 311 Help Desk

1-855-628-9311

During the automated telephone message, press (1) for NAVSUP Business System Center Support, and followed by (5) for general NAVSUP BSC Support *May 2016* 

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## **Section 1 Getting Started**

<u>NECO</u> is provided as a public service by the Naval Supply Systems Command (NAVSUP) procurement automation branch in Mechanicsburg, PA. Its purpose is to provide information that NAVSUP deems relevant to the Department of the Navy community, its industry partners, and the public.

Use of NECO does not provide access to all Federal, Department of Defense (DOD), or Department of the Navy procurement opportunities. NECO contains a listing of active Synopses, Requests for Proposal (RFP) and Requests for Quote (RFQ) made available by the participating Command/Activities.

NECO is your link to the world of Navy Electronic Business Opportunities. It is the centerpiece of the Navy's strategy to convert to paperless processes in accordance with DOD direction. Navy and Marine Solicitations are accessible online for supplies, services and materials. NECO delivers daily emails each morning to inform you of procurement opportunities based on your Vendor profile. A Vendor may submit their bid/quote online, which is then forwarded to the appropriate buying activity for submission. Awardees are notified via email. The Navy 311 Help Desk (1-855-628-9311) provides technical and navigational support during the automated telephone message, press (1) for NAVSUP Business System Center Support, and followed by (5) for general NAVSUP BSC Support. NECO also links to FedBizOpps.

The use of the NECO web site to submit a response to a Solicitation does not guarantee an award of a Purchase Order or Contract.

Vendors are encouraged to utilize the **Online Representations and Certifications Application (ORCA)** as mandated by the Federal Acquisition Regulations (FAR) (effective 1 January 2005). This applies to all Contractors registered in the **System for Award Management (SAM)**, previously CCR.

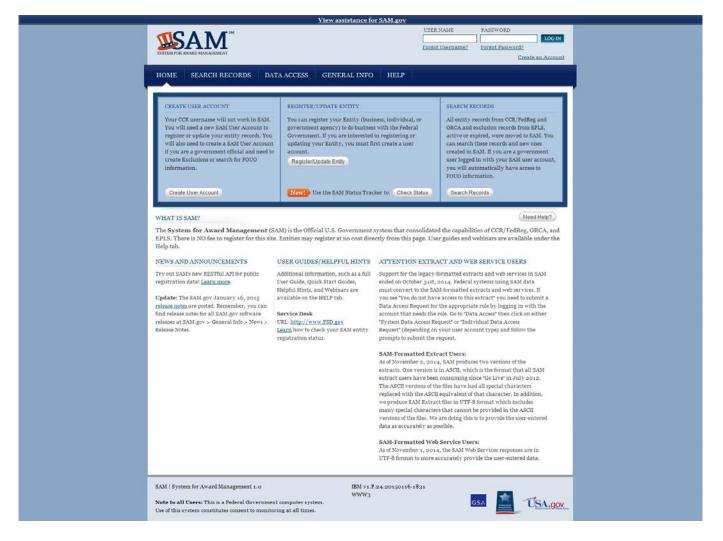


A Vendor may search for Solicitations on the <u>Business Opportunities</u> page or for a Synopsis on the <u>Search Synopsis</u> page without a Vendor registration. However, if a Vendor wishes to submit a bid for a particular Solicitation on NECO, they must first register with NECO. A Vendor must have an active DUNS Number and CAGE Code in order to register with NECO.

## Section 2 SAM- System Award Management Registration (Previously CCR)

All Vendors must be registered with SAM (System for Award Management) to be eligible for the awarding of a government contract. A DUNS (Data Universal Numbering System) Number is a 9-digit number assigned to Vendors by Dun & Bradstreet. This number is required by SAM, who then issues a CAGE (Commercial and Government Entity) Code (5-digit, alphanumeric identifier). Both a DUNS and CAGE are required to complete registration with NECO. Register with Dun & Bradstreet by visiting <a href="www.dnb.com">www.dnb.com</a>. Register with SAM by visiting <a href="www.sam.gov">www.sam.gov</a>, or by clicking the links located on the <a href="NECO homepage">NECO homepage</a> and <a href="Wendor Registration">Vendor Registration</a> page. On the SAM site, select "Create an Account".

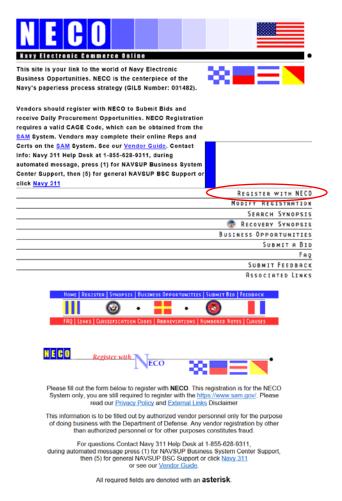
Vendors will be notified of their CAGE code upon SAM confirmation. When the Vendor's DUNS Number and Cage Code are obtained, they may proceed to register with NECO.



# **Section 3 NECO Vendor Registration**

Click "<u>Register with NECO</u>" on the homepage. Begin with your company's Entity name. As you fill out the NECO Vendor registration, remember that fields with an asterisk are required. Entry of valid information is vital, as it will also appear on the Offeror's bid.

<u>NOTE</u>: Another valid reason for registering with NECO is to receive daily procurement notifications based on the Vendor's profile of their company. Emails are sent out to the Vendor every morning to the email address listed.





# **Section 4 Daily Email Customization**

When registering with NECO, Vendors may choose to receive Daily Procurement Offerings of Solicitations, as they are posted to NECO. By default, **ALL** options are selected under each field. Vendors may choose specific <u>Commands/Sites</u> from which they wish to receive Notices. However, it is best for the Vendor to select "ALL" Command Sites to receive a wider range of active Business Opportunities since one Activity may post for work at a different location.

<u>FSCs</u> (Federal Supply Codes) reflect services and products, which the company provides. (Go to <a href="http://support.outreachsystems.com/resources/tables/pscs/">http://support.outreachsystems.com/resources/tables/pscs/</a>). NECO generalizes these by using the FSG, or Federal Supply Group (only the first two digits of FSC). For example, a Vendor selecting 16 – Aircraft Components and Accessories, will be notified of all postings within the 1600s (1610, 1615, 1620, etc.). Using your mouse, select your first choice. Then, <a href="hold the Ctrl key">hold the Ctrl key</a> if you wish to add or remove multiple selections.

Use this form to choose what type of business opportunities to receive.

Go to <a href="http://support.outreachsystems.com/resources/tables/pscs/">http://support.outreachsystems.com/resources/tables/pscs/</a> to search for a Federal Stock Code.

What are the Most Requested Supply FSC's or Service FSC's?

For questions Contact Navy 311 Help Desk at 1-855-628-9311, during automated message press (1) for NAVSUP Business System Center Support, then (5) for general NAVSUP BSC Support or click Navy 311

	Daily Email Customization	
	Current Selection: M00146, M00681, M27100,	
Command/Site: Hold down CONTROL button to make multiple selections.	M00318 - MARINE CORPS BASE HAWAII CONTRACTING OFFICE (KANEOHE BAY)	
Federal Stock Code: (Supply) Hold down CONTROL button to make multiple selections.	SELECT NO SUPPLY FSCS  10 – Weapons  11 – Nuclear ordnance  12 – Fire control equipment  13 – Ammunition & explosives	
	SELECT NO SERVICE FSCS  A Research & Development  B Special studies and analysis - not R&D  C Architect and engineering services  D Information technology services, including telecommunications services	

## **Section 5 Command/Sites**

There are currently 1,104 activities posting to NECO. A full list of these locations is available on the Business Opportunities page as well as the Vendor Registration and/or Modification page.

## Section 6 Federal Stock Codes (Supply)

- 10 Weapons
- 11 Nuclear ordnance
- 12 Fire control equipment
- 13 Ammunition & explosives
- 14 Guided missiles
- 15 Aircraft & airframe structural components
- 16 Aircraft components & accessories
- 17 Aircraft launching, landing & ground handling equipment
- 18 Space vehicles
- 19 Ships, small craft, pontoons & floating docks
- 20 Ship and marine equipment
- 22 Railway equipment
- 23 Ground effect vehicles, motor vehicles, trailers & cycles
- 24 Tractors
- 25 Vehicular equipment components
- 26 Tires and tubes
- 28 Engines, turbines & components
- 29 Engine accessories
- 30 Mechanical power transmission equipment
- 31 Bearings
- 32 Woodworking machinery and equipment
- 34 Metalworking machinery
- 35 Service and trade equipment
- 36 Special industry machinery
- 37 Agricultural machinery & equipment
- 38 Construction, mining, excavating & highway maintenance equipment
- 39 Materials handling equipment
- 40 Rope, cable, chain & fittings
- 41 Refrigeration, air-conditioning & air circulating equipment
- 42 Fire fighting, rescue & safety equipment
- 43 Pumps & compressors
- 44 Furnace, steam plant & drying equipment, & nuclear reactors
- 45 Plumbing, heating & sanitation equipment
- 46 Water purification & sewage treatment equipment
- 47 Pipe, tubing, hose & fittings
- 48 Valves
- 49 Maintenance & repair shop equipment
- 51 Hand tools
- 52 Measuring tools
- 53 Hardware & abrasives
- 54 Prefabricated structures and scaffolding
- 55 Lumber, millwork, plywood & veneer
- 56 Construction & building materials
- 58 Communication, detection, & coherent radiation equipment
- 59 Electrical and electronic equipment components
- 60 Fiber optics materials, components, assemblies & accessories
- 61 Electric wire & power & distribution equipment
- 62 Lighting fixtures & lamps
- 63 Alarm, signal & security detection equipment
- 65 Medical, dental & veterinary equipment & supplies

- 66 Instruments & laboratory equipment
- 67 Photographic equipment
- 68 Chemicals & chemical products
- 69 Training aids & devices
- 70 General purpose information technology equipment
- 71 Furniture
- 72 Household & commercial furnishings & appliances
- 73 Food preparation and serving equipment
- 74 Office machines, text processing systems & visible record equipment
- 75 Office supplies and devices
- 76 Books, maps & other publications
- 77 Musical instruments, phonographs & home-type radios
- 78 Recreational & athletic equipment
- 79 Cleaning equipment and supplies
- 80 Brushes, paints, sealers & adhesives
- 81 Containers, packaging & packing supplies
- 83 Textiles, leather, furs, apparel & shoe findings, tents & flags
- 84 Clothing, individual equipment & insignia
- 85 Toiletries
- 87 Agricultural supplies
- 88 Live animals
- 89 Subsistence
- 91 Fuels, lubricants, oils & waxes
- 93 Nonmetallic fabricated materials
- 94 Nonmetallic cr4ude materials
- 95 Metal bars, sheets & shapes
- 96 Ores, minerals & their primary products
- 99 Miscellaneous

9

# **Section 7 Federal Stock Codes (Service)**

- A Research & Development
- B Special studies and analysis not R&D
- C Architect and engineering services
- D Information technology services, including telecommunications services
- E Purchase of structures & facilities
- F Natural resources & conservation services
- G Social services
- H Quality control, testing & inspection services
- J Maintenance, repair & rebuilding of equipment
- K Modification of equipment
- L- Technical representative services
- M Operation of Government-owned facilities
- N Installation of equipment
- P Salvage services
- Q Medical services
- R Professional, administrative, and management support services
- S Utilities and housekeeping services
- T Photographic, mapping, printing & publication services
- U Education & training services
- V Transportation, travel, & relocation services
- W Lease or Rental of equipment
- X Lease or Rental of facilities
- Y Construction of structures and facilities
- Z Maintenance, repair, and alteration of real property

# **Section 8 Daily Procurement Emails**

Registered Vendors will receive an email from <a href="mailto:necoresp@ahf.nmci.navy.mil">necoresp@ahf.nmci.navy.mil</a>, providing brief descriptions of Solicitations posted the previous day (based on criteria selected in Daily Email Customization). Links will take you right to the Solicitation posted on NECO. Below is an example of our daily email.

### **Examples:**

The following is a listing of ALL the Procurement Daily Offerings from the Navy Electronic Commerce Online - NECO.

NECO SOLICITATION NUMBER: N0002500002470002

SITE LOCATION: NAVFAC HQ TRANS PURPOSE: Replace ISSUE DATE: Sep 04, 2015

QUOTE TYPE: Amendment to Solicitation CLOSING DATE: Oct 19, 2015

HYPERLINK: <a href="https://www.neco.navy.mil/biz">https://www.neco.navy.mil/biz</a> ops/840-v5soln.aspx?soln=N000250000247

GENERAL DESCRIPTION: X-- 220 Acres of Land for Renewable Energy, Security and Reliability

Projects

PRODUCT DESCRIPTION:

LINE ITEM: 0001

Federal Supply Classification: X1PC

QTY: 0

When there are no Solicitations/procurements matching your criteria, you will receive the following notification:

The following is a listing of the Procurement Daily Offerings from the Navy Electronic Commerce Online - NECO. Please do not respond to this message. If you need to contact us please use our feedback form at: <a href="https://www.neco.navy.mil/link/feedback.aspx?subj=Daily\_Email">https://www.neco.navy.mil/link/feedback.aspx?subj=Daily\_Email</a>

To Unsubscribe: <a href="https://www.neco.navy.mil/unsubscribe.aspx">https://www.neco.navy.mil/unsubscribe.aspx</a>

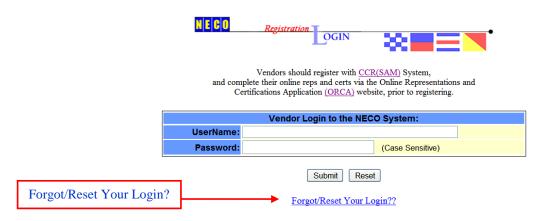
There are no solicitations today that matched your search criteria.

# Section 9 NECO Vendor Registration Completion

Upon completion of NECO Vendor Registration, a Vendor will receive an email with a link to create a password. Please follow the <u>password instructions</u>. Vendors are limited to resetting their password to one time per 24 hours. Passwords are encrypted, so they can only be reset, not retrieved.

Multiple company personnel can register under the same CAGE Code and DUNS Number in order to receive the Daily Procurement Offerings as long as the email addresses are different. The daily email will be forwarded to the email address on the individual registration. This allows for the flexibility of other company personnel to receive and view daily Solicitations in the absence of personnel on travel or vacation.

At any time, if the Vendor wishes to submit a bid or Modify a Registration and has forgotten their password, they have to click the link "Forgot/Reset your Login?" After entering in the email associated with their registration, they will receive an emailed link to allow them to reset their password.



## **Reset Your Password**

Enter your Email Address, and Reset your Password.

If you have any questions, please Contact Navy 311 Help Desk at 1-855-628-9311 during automated message, press (1) for NAVSUP Business System Center Support, then (5) for general NAVSUP BSC Support or click Navy 311

Enter your Email Address and click on Submit. You will receive an email with a link that will prompt you to reset your password.

*Email:	
	Submit

#### Set Your Password

The Password should contain:

- 15 to 17 characters
- no Dictionary Words Allowed
- at least 1 number
- at least one uppercase letter
- at least one lowercase letter
- at least one special character (! @ # \$ % ^ & \* ( ) - \_ = + : ? )

Enter Password:

Re-Enter Password:

Submit

Make sure to follow the password rules when creating a new password. Please note: Your registration will LOCK if there are (3) failed login attempts. You can only reset your password once per 24 hours.

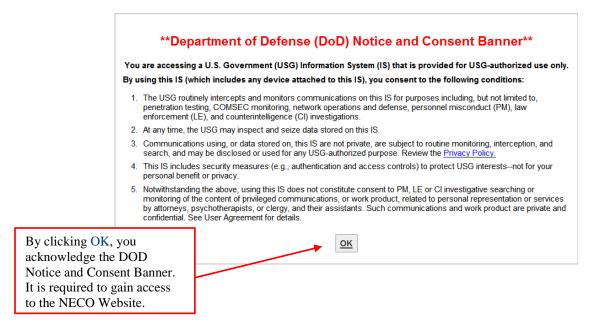
# Section 10 Modify Registration

Vendors may update their company's profile or reset the search parameters for daily emails at any time. Simply click "Modify Registration" on the NECO homepage. You will be asked to enter your username and password.

Vendors that acquire additional line items or merge with another company can modify their registrations to reflect those changes in the FSCs. Also, Vendors may change any pertinent company information such as telephone, email address, address...



A Vendor is required to acknowledge the DoD Notice and Consent Banner after logging into NECO. Login is required when modifying a Registration, Submitting a Bid, or adding your company to a Plan Holder's List.



# Section 11 Search Synopsis Database

This area allows Vendors to search both **Active** and **Archived Synopses**. The database consists of <u>Presolicitation Notices</u> and Modifications posted as well as **Award Notices**, **Sources Sought Notices**. Special Notices, Justification & Approval Notices, Fair Opportunity/Limited Sources Justification Notices, Combined Presolicitation/Solicitation Notices, Foreign Government Standards and Sales of Surplus Property.

Choose your search criteria by **Solicitation Number**, **Type of Synopsis**, **NAICS Code**, **Set-Aside Code**, **Keyword and/or Date Range**. Search results will be categorized by FSG (Federal Supply Group). If you are searching by Solicitation number, make sure you only enter letters and numbers. Do not use hyphens.

Synopsis Database

You may also type in a Keyword to search.

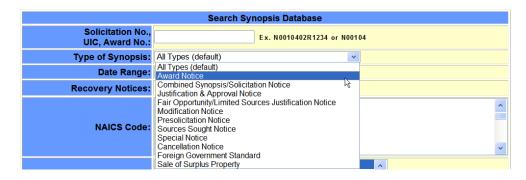


Search

Reset

# 11.1 Types of Synopses





<u>Presolicitation Notices</u> are generally posted to notify Commercial Vendors of upcoming business opportunities.

Modification Notices are posted to alert Vendors of any changes made to the Presolicitation Notice.

<u>Award Notices</u> may or may not be posted to NECO; it is up to the Buying activity to post an Award. For information regarding an Award that has not been posted, contact the Buyer listed on the original RFQ to request the status.

<u>Justification & Approval Notices</u> are posted when an explanation of why and/or how a contract was Awarded is required.

<u>Fair Opportunity/Limited Sources Justification Notices</u> are posted to provide fair opportunity when multiple task/delivery-order contracts are posted.

**Sources Sought Notices** are usually posted for research purposes, but are also used to post Broad Agency Announcements (BAA's) and occasionally to announce Industry Days and other conferences and events.

<u>Special Notices</u> are sometimes used for general announcements and information, to announce the intent to Award to a Sole Source, and other miscellaneous items.

<u>Foreign Government Standard</u> and <u>Sale of Surplus Property</u> Synopses are rarely used, but available for Buyers to upload.

# **Section 12 Business Opportunities**

## 12.1 Search Business Opportunities for Solicitation

Click on <u>Business Opportunities</u> to locate a Solicitation. Enter the Solicitation number, excluding hyphens, and click "Search". A Summary of the Solicitation will appear. To view 'Business Opportunities Detail,' inclusive of documents uploaded, click the highlighted Solicitation number (right side of screen). A search can also be done based on a Date Range, Transaction purpose, Federal Stock Code (FSC), or CAGE Code. Search "No Frames" will result in a listing of all matching Solicitations. If a Directed Solicitation has been issued, the Vendor will need to click on the hyperlink at the top of the page and enter their CAGE Code to gain access.

If a Directed Solicitation has been issued, the Vendor will need to click on the hyperlink to gain access.

Command/Site: Click on the UIC you wish to search. You can search multiple site selections by holding down the Control button.

**Solicitation Number:** If you know the Solicitation Number, enter it without dashes.

**Date Range:** Search based on a Date Range of when a Solicitation was posted.

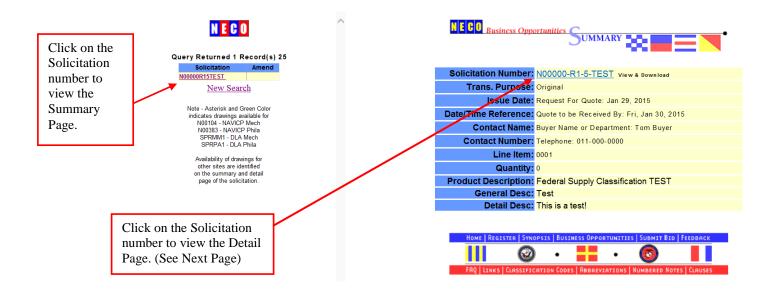
**Transaction Purpose:** Search based on the Transaction type. (Cancellation, Draft, Original or Replace)

**FSC**– Enter a 4-Digit FSC Code. To Search Multiple FSC's enter with Comma separation (ex 4730, 5470, 6325)

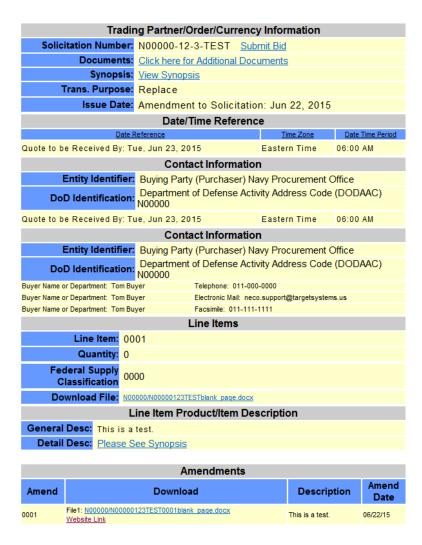
**CAGE Code**: Enter in the 5 digit alphanumeric CAGE Code that is associated with part numbers, not necessarily your CAGE Code.



# 12.2 Business Opportunities Summary Page



## 12.3 Business Opportunities Detail



- If a **Synopsis** is associated, it will be indicated View Synopsis.
- Additional Documents may be available for viewing (i.e., .pdfs, .doc...formats). They will open up in a separate window.
- Amendments may be attached at the bottom of the screen for viewing. They will be indicated on
  the left side of both the Summary and Detailed pages under Query Retrieved Records-Solicitation
  Number in Amendment column or displayed under Solicitation on Detail page for Manual
  uploads.
- Solicitations, uploaded by Naval Facilities Engineering Command (NAVFAC) Activities, will
  have a Plan Holder List available. A Vendor may choose to view the list of interested Vendors,
  or they may add their Company by logging in with their NECO username and password.
- Drawings may be available on some Solicitations. Some Solicitations will indicate an <u>FBO</u>
   <u>Document Link</u> which when clicked on, will prompt you to login to retrieve the drawings or register to gain access.
- For **IRPOD** drawings you will be prompt to login to access drawings or a link/phone number is provided to obtain a registration.

# 12.4 Business Opportunities Search "No Frames" Solicitations

Search "No Frames" allows you to view more information before opening the solicitation. Although this search option is only capable of returning a limited number of results, more information on each solicitation is provided 'at a glance.'

You will see Solicitations by number and their associated type, transaction purpose, both the issue and due dates, location, whether or not there are drawings available, and a link to the Synopsis, if applicable. Criteria must be selected to minimize the amount of results returned. You also have the option to make selections by using the 'Search No Frames' – see below.

Click the Solicitation number to view Business Opportunities Detail.



Note - Asterisk and Green Color indicates drawings availablefor NAVICP (N00383, N00104)

Availability of drawings for all other sites are identified on the detail page of the solicitation.

Search Again

#### Query Returned 1205 Records

Drawing availability is indicated by green text and asterix.

Solicitation	Solicitation Type	Trans Purpose	Issue Date	Due Date	Location	Drawings	Synopsis
N68836-15-T-0013-0002	Manual	Replace		02/13/2015	NAVSUP Fleet Logistics Center Jacksonville		View
N00104-15-R-K070 *	Manual	Original	01/27/2015	02/26/2015	NAVSUP Weapon Systems Support Mechanicsburg PA	TDP	View
N00250-14-R-0091	Manual	Original	01/12/2015	02/20/2015	NEXCOM		
N00406-15-T-0183	Auto	Original	01/26/2015	02/02/2015	NAVSUP FLEET LOGISTICS CENTER		View
N40085-15-R-5511-0003	Manual	Replace	12/23/2014	02/02/2015	NAVFAC Mid-Atlantic, PWD Portsmouth Facilities Engineering, Acquisition Division		
N68836-15-R-0001	Manual	Original	01/27/2015	02/26/2015	NAVSUP Fleet Logistics Center Jacksonville		
N00189-15-T-0048	Manual	Original	01/27/2015	01/30/2015	NAVSUP Fleet Logistics Center Norfolk		View
N00104-15-Q-K048-0001 *	Manual	Replace	01/16/2015	02/16/2015	NAVSUP Weapon Systems Support Mechanicsburg PA	<u>TDP</u>	View
SPRPA1-15-R-Z131	Auto	Original		02/26/2015	DLA AVIATION AT PHILADELPHIA, PA		View
SPRPA1-15-R-W038-0001	Auto	Cancellation	01/26/2015		DLA AVIATION AT PHILADELPHIA, PA		<u>View</u>
SPRPA1-15-Q-Y155	Auto	Original	01/27/2015	02/26/2015	DLA AVIATION AT PHILADELPHIA, PA		View
SPRPA1-15-Q-Y154	Auto	Original	01/27/2015	02/26/2015	DLA AVIATION AT PHILADELPHIA, PA		View
SPRPA1-15-Q-Y153	Auto	Original	01/27/2015	02/26/2015	DLA AVIATION AT PHILADELPHIA, PA		View
SPRPA1-15-Q-Y142	Auto	Original	01/27/2015	02/26/2015	DLA AVIATION AT PHILADELPHIA, PA		View
SPRPA1-15-Q-V045	Auto	Original	01/27/2015	02/26/2015	DLA AVIATION AT PHILADELPHIA, PA		
SPRPA1-14-Q-X133-0001	Auto	Cancellation	01/26/2015		DLA AVIATION AT PHILADELPHIA, PA		View
N00383-15-Q-H058	Auto	Original	01/27/2015	02/26/2015	NAVSUP WEAPON SYSTEMS SUPPORT		View
N00383-15-Q-H059	Auto	Original	01/27/2015	02/26/2015	NAVSUP WEAPON SYSTEMS SUPPORT		View
SPRMM1-15-R-WE74	Auto	Original	01/27/2015	02/26/2015	NAVSUP WEAPON SYSTEMS SUPPORT -		View
SPRMM1-15-R-YE06	Auto	Original	01/27/2015	02/26/2015	NAVSUP WEAPON SYSTEMS SUPPORT -		View
SPRMM1-15-R-YE07	Auto	Original	01/27/2015	02/26/2015	NAVSUP WEAPON SYSTEMS SUPPORT -		View
SPRMM1-15-T-5209-0001	Auto	Cancellation	01/26/2015		DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-5834	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-5835	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-5878	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-5939	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-5941	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-5984	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-6008	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
SPRMM1-15-T-6018	Auto	Original	01/27/2015	02/26/2015	DLA MARITIME - MECHANICSBURG		
				1 <u>2</u> <u>3</u>	<u>45678910</u>		

# 12.5 Business Opportunities Submit a Bid

Once you have reviewed the entire Solicitation and associated documents, click **Submit Bid** from either the home page, or at the bottom of any page in the menu footer. You may also access Submit a Bid from the Solicitation's Summary or Detail pages. You are required to login, and then enter the Solicitation number to access the Submit a Bid upload page.



# 12.6 Submit a Bid Definition

#### **Price Quote Number**

This refers to a tracking number the offeror would assign to the quote, for internal purposes only. This is a required field. If a Vendor does not use internal tracking numbers, they can enter the Solicitation number or any alphanumeric number.

## **Bid without Exception**

Quotes submitted as "bid without exception" must be in exact compliance with the Solicitation requirements.

#### Clauses

Some Solicitations will have a list of all of the associated clause references, which contain periodic text boxes. The text boxes are available if the Vendor either does not agree with something within the clauses, or cannot comply with something. Typically, it is not necessary to enter anything into this area. Your SAM (CCR) registration and, if applicable, ORCA registration will cover much of the information contained within.

## **Line Items**

If you would like to quote only one or some of the line items, be sure to select 'No Quote' from the drop-down menu (next to Unit Price for item you are not quoting). By leaving these entries blank, the offeror is bidding an amount of \$0.00. If your Bid confirmation reflects an amount of \$0.00, contact the Buyer to request their acceptance of another bid. Help Desk personnel cannot alter your bid, nor can they view your actual quote submitted.

#### **Delivery Lead Time**

Used to indicate the length of the quote acceptance period allowed by the offeror or to specify when the midpoint of the proposed effort will be reached. Quote delivery schedule applies to all of the line items and there will be only one delivery of the total quantity. Use this area when the quote differs from the Solicitation requirements or to provide information essential to the quote.

#### **Expiration Time Period**

Use the first box to specify a NUMERIC VALUE of quantity, which represents the duration of time in which your offer is valid. Then select, from the drop-down list located directly beside the first box, an indicator to describe your numeric value of quantity. The drop-down list represents units of time periods or intervals. Included in the list are selections such as Calendar Days, Month, Weeks, etc... Choose one of these values to describe the numeric value you provided in the first box. These 2 elements are REQUIRED. You will not be able to submit your offer unless you have provided this information.

## **Expiration Relevant Date**

Use this box to cite a date that is relevant to the Expiration Time Period you provided. For example, you may provide a date that is the start date of the cited activity or a date that indicates the final day in which your offer is applicable and valid (offer expiration date). This box is NOT REQUIRED. You may leave it blank. If you do provide a date, please adhere to the following date format: mm/dd/yyyy.

#### 12.7 Submit a Bid Form

Be sure to read over the entire Solicitation, as it may provide acceptable methods of submitting your quote. Faxed copies are not always accepted.

On the Submit a Bid upload page, there may be boxes under the Clause References to answer appropriately.



For Assistance Please Contact NECO at 800-503-NECO(6326) or click NECO Support

-- Session Will Expire After One Hour of Idle Time --

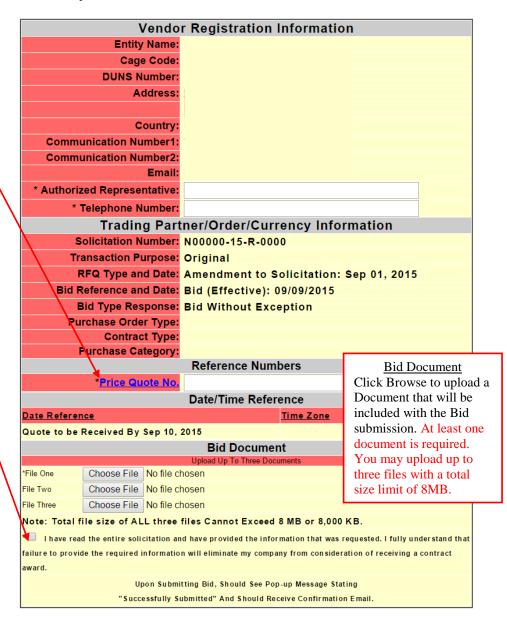
#### Price Quote No.

This is used to assign a tracking number to a quote. If a company does not generate internal tracking numbers, you can use the Solicitation number or any alphanumeric numbers. This is a required field.

#### **IMPORTANT**

Box is required to be checked to Submit Bid. An error message will appear if this is not checked.

\* I have read the entire solicitation and have provided the information that was requested. I fully understand that failure to provide the required information will eliminate my company from consideration of receiving a contract award.





# 12.8 Bid Confirmation

Upon submitting a bid, you are provided the option of viewing a printable Bid Confirmation. A message will pop-up stating, "Successfully Submitted". An email will be forwarded to you for confirmation of receipt. You may contact the Help Desk for a verbal Bid Confirmation; however, the Help Desk cannot view bids or contracts.

Subject: Bid Submittal for Solicitation XXXXXXXXXXXXX

Attached is a Bid Submittal from the following Vendor.

The following Vendor has confirmed that they have read the entire Solicitation and have provided the information that was requested. The following Vendor has also confirmed that they fully understand that failure to provide the required information will eliminate their Company from consideration of receiving a contract award.

Company Name:
Company Telephone:
CAGE Code:
DUNS Number:
Point of Contact:
POC Telephone:

POC Telephone:
POC Email:
Company Address:

Bid Information

Price Quote Number: Solicitation Number: Transaction Purpose: RFO Date:

RFQ Date: Bid Date:

Bid Type Response:

# Section 13 NECO Links Page

This page can be accessed by both Vendors and Buyers as a resource tool.



## **Electronic Commerce Internet Sites**

#### Clauses Regs & Specs

- Defense Federal Acquisition Regulations
- Federal Acquisition Regulation
- Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
- Assist-DoD Specs and Standards
- NECO Clauses
- Local Clauses
  - o NAVBUP Clauses Naval Supply Systems Command Clauses
  - o NAVBUP W88 Clauses Naval Supply Systems WSS Clauses

#### **Electronic Commerce**

- . Navy Acquisition Central
- Naval Logistics Library
- Turbo Streamliner
- . DLIS Cage Codes Defined
- NAVSUP Weapon Systems Support (NAVSUP WSS)
- . Army Single Face to Industry acquisition business website (ASFI)
- . The Procurement Gateway
- . Universal Directory of Commercial Items (UDCI)

#### **Other Navy Business Opportunities**

ACQ WEB - ACQWEB is the official website of the office under Secretary of Defense for Acquisition & Technology BUMED - Bureau of Medicine and Surgery

NMLC - Naval Medical Logistics Command

FOIA Online - Freedom of Information Act
MCSC - Marine Corps Systems Command
MFR - Marine Forces Reserve
MSC - Military Sealift Command

NAVAIR - Naval Air Systems Command

- NAWCAD Naval Air Warfare Center Aircraft Division
- Nawcwo Naval Air Warfare Center Weapons Division
- NAWCTSD Naval Air Warfare Center Training Systems Division

 $\underline{\text{NAVFAC}}\,$  - Naval Facilities Engineering Command

NAV SEA - Naval Sea Systems Command

- Ships C 81 Source Approval Request (SAR) Information Brochure
- Nawc Dahlgren Naval Surface Warfare Center Dahlgren Division
- Nawc Panama City Division Naval Surface Warfare Center Panama City
- Nawc Indian Head Naval Surface Warfare Center Indian Head Division
- Nawc Port Hueneme Naval Surface Warfare Center Port Hueneme Division, Port Hueneme, CA.
- Nawc Carderook Naval Surface Warfare Center Carderock Division (NSWCCD)
- <u>NUWC Newport</u> Naval Undersea Warfare Center Newport Division
- <u>NUWC Keyport</u> Naval Undersea Warfare Center Keyport Division
- <u>вир внір</u> Supervisor of Shipbuilding, Conversion, and Repair

### NAVSUP - Naval Supply Systems Command

- NAVSUP W88 Source Approval Information Brochure for Spares
- NAVSUP WSS Source Approval Information Brochure for Repair
- NAVSUP Fleet Logistios Center San Diego
- NAVBUP Fleet Logistics Center Jacksonville
- NAVSUP Fleet Logistics Center Puget
   NAVSUP Fleet Logistics Center Pearl
- NAVSUP Fleet Logistics Center Norfolk
- NAVSUP Fleet Logistics Center Sigonella
- NAVSUP Fleet Logistics Center Yokosuka

#### <u>NEXCOM</u> - Navy Exchange Command Ship Store <u>ONR</u> - Office of Naval Research

- NRLCD Naval Research Laboratory Contracting Division
- NRL 80 Naval Research Laboratory Supply Division

SPAWAR - Space and Naval Warfare Command



## **Section 14** How to Contact Us...



Use this form to Submit Comments, Ask Questions or Report Problems.

You are welcome to read our **<u>Privacy Policy</u>** and **<u>External Links</u>** Disclaimer.

First & Last Name:	
Email:	myemail@email.com
Phone Number:	123-456-7890
Cage Code:	QW23E
Solicitation Number:	N0000016T1234
Subject Matter:	
Message:	



Links to our Feedback form are located at the bottom of each page throughout the NECO website.

For assistance, please contact the Navy 311 Help Desk at 1-855-628-9311, during the automated telephone message, press (1) for NAVSUP Business System Center Support, and followed by (5) for general NAVSUP BSC Support.