The following are the instructions and requirements for the completion and submission of quotes in response to Request for Quotation RFQ 2026-R-045 for Box Truck Leases.

INSTRUCTIONS:

1. The Offeror must, through authorized representatives, sign and return the PRICING TABLE (Excel Worksheet), with mandatory vendor information completed in Excel format; and

    a. If there are any applicable End User License Agreements (EULA) and/or other referenced Contract Terms and Conditions, the Offeror must include them in the quote;

    b. If any EULA or Contract Terms or Conditions are provided, the Offeror must sign and return the ADDENDUM TO COMMERCIAL AGREEMENTS (PDF). The Original Equipment Manufacturer (OEM), if applicable, is also encouraged to sign this Addendum;

    c. If the offeror is a reseller, the Offeror must sign and return a current statement from the OEM that the Offeror is authorized by the OEM to sell the product to the Federal Government in the USA;

    d. If telecommunications equipment or high-impact or moderate-impact information systems are being offered, the Offeror must return the OEM STATEMENT OF COMPLIANCE, signed by the OEM, certifying that it is in compliance with Section 208 of the Legislative Branch Appropriations Act, 2020.

2. Questions shall be submitted by Offerors only via email to **Acquisitions@saa.senate.gov** with subject line **"ATTN: Charles Blalock Questions for 2026-R-045"** by 12:00pm ET on or before June 8, 2026. Questions via telephone, fax, or any means other than email shall not be accepted. Responses to all Offerors' written questions will be distributed by email

3. Send above documents via e-mail to **Acquisitions@saa.senate.gov** with subject line **"ATTN: Charles Blalock RFQ 2026-R-045"** by 12:00pm ET on June 26, 2026. Early submissions are encouraged. E-mails that do not reference the RFQ Number in the subject line may not be accepted.

SUBMISSION REQUIREMENTS:

1. Offeror must have an active registration in the System for Award Management (SAM) database, https://www.sam.gov/, and must provide its DUNS or Unique Entity Identifier (see PRICING TABLE Excel worksheet). Offeror shall ensure that all information contained in its SAM registration is current, complete, and accurate during the period of performance of an award until final payment is made by the Senate.

2. If a reseller, Offeror must supply the products directly from the OEM, OEM authorized distributors, or OEM authorized distribution channels in the USA only. **Offeror shall provide a current statement from the OEM that the Offeror is authorized by the OEM to sell the product to the Federal Government in the USA**. The Sergeant at Arms (SAA) reserves the right to verify this with the OEM or its distributor. Supply of products from foreign distributors or channels or from foreign countries is not acceptable.

3. Section 208 of the Legislative Branch Appropriations Act, 2020, located within the Further Consolidated Appropriations Act, 2020 (P.L. 116-94) prohibits the acquisition of certain telecommunications equipment as well as high-impact or moderate-impact information systems, as defined for security categorization in the National Institute of Standards and Technology's (NIST) Federal Information Processing Standard Publication 199, "Standards for Security Categorization of Federal Information and Information Systems." **Offeror must provide an OEM Statement of Compliance verifying that they are in compliance with Section 208 of the Legislative Branch Appropriations Act, 2020**. Statement of Compliance provided by a non-U.S. company is not acceptable.

4. Offeror shall provide Firm-Fixed-Prices on a F.O.B. Destination basis, net of shipping/handling charges if any, for each product or service listed on the PRICING TABLE Excel Worksheet. Portable Document Format (PDF) or other images of the pricing table will not be accepted.

5. Offeror quotation must include all applicable end user license agreements, any contract terms and conditions, or terms offerors use in sales to government agencies. **Any terms and conditions referenced as hyperlinks, or in other documents including third party terms, are not applicable to this order unless submitted in full text, in searchable PDF, with the quotation**. If terms or conditions are provided, then the Offeror must sign and return the ADDENDUM TO COMMERCIAL AGREEMENTS (see included PDF file) with the quotation. The SAA also encourages the OEM, if applicable, to sign and return the ADDENDUM TO COMMERCIAL AGREEMENTS.

6. The SAA reserves the right to reject the entire quotation if any of the required RFQ line items from the PRICING TABLE Excel Worksheet are missing from the quotation or differ from the specifications contained therein. This request does not commit the SAA to pay any costs incurred in the preparation and submission of this quotation, nor to purchase or contract for any item on this RFQ.

7. This procurement is in accordance with Senate Procurement Regulations. Offeror may submit an open market quotation or a quotation in accordance with NASA SEWP, GSA Schedule, or other GWAC contracts. The Senate will be making one award, if any, on a Lowest Price Technically Acceptable basis governed by the attached PURCHASE ORDER CLAUSES and

ADDENDUM TO COMMERCIAL AGREEMENTS (if applicable), and the GWAC terms and conditions (if applicable). The SAA will not provide debriefings.