Quotation CHECKLIST

Request for Quotation (RFQ)
FA561326Q0029

Quotation Item		Yes	No
1. Technical Volume Requirements 1-(1)	**Is the technical volume submitted in an original plus one (1) copy?** Please note, one (1) copy shall be sanitized with all wet marks, all references to the offeror's name, and any references to price omitted from the technical volume (unless said Offeror is manufacturing specific items in said quote and is required for technical review). The second, unsanitized, copy may have identifying information included. All submissions shall be in PDF format.		
1-(2)	**Does the technical volume make any reference to cost or pricing data?** Cost or pricing information shall not be included in the technical volume		
1-(3)	**Does the unsanitized technical volume copy contain a cover sheet with the following information: Solicitation number, project title, offeror's name, offeror's address and offeror's Unique Entity ID (UEI) number?**		
1-(4)	**For the sanitized copy of the technical volume, does the technical volume contain the offeror's name, address, UEI, pricing or other identifying features of the offeror anywhere else in the body of the Quotation?** Inclusion of any of this information within the body of the sanitized copy of the Technical Volume, including headers or footers, may result in the submission being marked as non-responsive and it may not be given further consideration.		
1-(5)	**Are Commercial Literature/Cut Sheets included in the technical volume and submitted for all equipment planned to be supplied/installed?** Offeror shall submit two (2) electronic versions (one (1) unsanitized version and one (1) sanitized version) (PDF) of commercial cut sheets/literature for equipment planned to be provided/installed. The literature shall be clearly marked by highlighting/underlining the specific item(s) being submitted for consideration. Omitted literature/cut sheets will result in an unacceptable technical capability rating.		

1-(6)	**Have each of the Technical Quote Questionaires (TQQs), contained in the Appendix_SOW_Cover PD and all Appendices (A&B), been completed in their entirety and included in the technical volume?** Questionnaires shall be completed in their entirety. Offeror's responses shall be typed or printed legibly on the questionnaire(s) and be fully and clearly understandable. Electronic Quotation submissions, including all completed TPQs, should be grouped under one (1) attachment and submitted as a PDF. Incomplete, omitted, or illegible TPQs may result in an unacceptable rating		
1-(7)	**Does the offeror's technical volume contain an exception to the government's requirements?** NOTE: Any proposed exception to the government's requirement shall be explained in detail as to why the specification cannot be met and will be evaluated by the Government technical review team for acceptance. The Government has the sole discretion to declare an exception as acceptable/unacceptable. No alternate quotations may be accepted.		
1-(8)	**Has offeror included, in the technical volume, a schedule that adheres to Section E of the RFQ? Has the offeror addressed a delivery schedule for submission of data items, fabrication, shipping, installation and testing?** An incomplete schedule will result in an unacceptable technical capbaility rating. Electronic submissions shall be in PDF format.		
2. PAST PERFORMANCE	**Were past performance questionaires (PPQs) completed and sent directly to the contracting office?**		

2. Price Volume Requirements	**Has the price volume been prepared separately from the technical volume and submitted in one (1) original copy? Electronic submission shall be submitted as a separate attachment in PDF format.**		
2-(1)	**Does the price volume contain a cover sheet identifying the solicitation number, project title, the offeror's name, address, company point of contact, UEI number other identifying features of the offeror?**		
2-(2)	**Does the price volume contain a point of contact and email address for correspondence?**		
2-(3)	**Has the offeror included a statement indicating validity of the Quotation and all prices for a period of 90 days?**		
2-(4)	**Has the offeror included a completed, signed and dated copy of this checklist in the price volume as a separate attachment?** *Failure to provide a completed and signed copy of this checklist may be deemed non-responsive and may not be given further consideration.*		
2-(5)	**Is the cover page of the RFQ (SF1449) signed by the offeror and included in this tab, or as a PDF file? Has the offeror completed block 24 with the total proposed contract price?**		
2-(6)	Removed		
2-(7)	**Is the vendor registered in System for Award Management (SAM)?**		
2-(8)	**Are the total extended CLIN prices completed for all CLINs on each of the pages of Section B of the RFQ? Are the prices typed/printed legibly and fully and clearly stated?** NOTE: The only CLIN that may not contain a separate price is that of "Data" which is Not Separately Priced (NSP). The Data CLIN shall be marked "Not Separately Priced (NSP)"		
2-(9)	Removed		
2-(10)	**If offeror is registered in SAM, has offeror entered, completed, reviewed and/or verified (within the last 12 months) the Representations and Certifications applicable to Commercial Acquisitions (Reference RFO Clause 52.212-3) for currency, accuracy and completeness**?		
2-(11)	Removed		

2-(12)	**Has the offeror updated any representation or certification for this solicitation only, or included any changes?** If so, these must be submitted as a separate attachment.		
2-(13)	**Does the offeror agree that by submission of an offer this indicates agreement with ALL terms, conditions and provisions included in the solicitation?** Offers that fail to furnish required representations or information or reject the terms and conditions of the solicitation may be excluded from consideration.		

By signing this checklist summary pricing sheet and including with the quotation, the offeror acknowledges that they have complied with all requirements of this RFQ and submits this quotation for consideration of this acquisition.

Complying with all items above will provide evidence of responsiveness to the Contracting Officer and the technical evaluation team that all items have been considered and provided as requested.

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Name of Offeror: Date:
Company Name:
Company Address:
Company Email Address:
Company

Summary Pricing Sheet

CLIN #	DESCRIPTION	QTY	PRICE
0001	System Design Completed	1	
0002	Outbound Baggage Conveyor	1	
0003	Removal and Disposal of Existing Equipment	1	
0004	System Installation & Quality Conformance Test Complete	1	
0005	System Reliability Test Complete & Acceptance	1	
0006	System Data		***NSP*** This CLIN is Not Separately Priced (NSP)
	TOTAL PROPOSED PRICE		