

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**THIS RFQ ☐ IS ☒ IS NOT A SMALL BUSINESS SET-ASIDE

PAGE OF PAGES

1 | 3

1. REQUEST NO. 15DDHQ23Q00000008	2. DATE ISSUED 12/22/2022	3. REQUISITION/PURCHASE REQUEST NO. D-23-HR-0023	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/ OR DMS REG. 1	RATING
-------------------------------------	------------------------------	---	---	--------

5a. ISSUED BY

DEA
Attn: Office of Acq & Relo Mgmt (FA)
8701 Morrisette Drive
Springfield, VA 22152-1080

6. DELIVER BY (Date)

7. DELIVERY

☐

FOB DESTINATION

☒OTHER
(See Schedule)

9. DESTINATION

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

NAME Teresa.A.RoshauDelgado@dea.gov	TELEPHONE NUMBER AREA CODE NUMBER Ext.:	a. NAME OF CONSIGNEE SEE SCHEDULE
--	--	--------------------------------------

8. TO:

a. NAME	b. COMPANY Doing Business As:	b. STREET ADDRESS
---------	----------------------------------	-------------------

c. STREET ADDRESS

UEI:

c. CITY

d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
---------	----------	-------------	----------	-------------

10. PLEASE FURNISH QUOTATIONS TO THE
ISSUING OFFICE IN BLOCK 5a ON OR
BEFORE CLOSE OF BUSINESS (Date)

01/08/2023 11:59pm ET

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	This RFQ is issued in accordance with FAR Part 13.				
	See Continuation Sheet(s)				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
	0.00 %	0.00 %	0.00 %	NUMBER 0	PERCENTAGE 0.00

NOTE: Additional provisions and representations [] are [X] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE AREA CODE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES

CONTINUATION SHEET

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0001	0001 - Pilot test Assessment center role play (guest) rooms, 1/24/23 - 1/27/23 PSC: V231	15	ROOM	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0002	0002 - Pilot test Assessment center meeting rooms, 1/24/23 - 1/27/23 PSC: V231	2	DY	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0003	0003 - Pilot Test Assessment center catering, 1/24/23 - 1/27/23 PSC: V231	1	EVENT	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0004	0004 - GS-15 Assessment center role play (guest) rooms, 3/20/23 - 3/31/23 PSC: V231	1	EVENT	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0005	0005 - GS-15 Assessment center meeting rooms, 3/21/23 - 3/24/23 and 3/27/23 - 3/30/23 PSC: V231	1	EVENT	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0006	0006 - GS-15 Assessment center catering (Assessors), 3/21/23 - 3/24/23 and 3/27/23 - 3/30/23 PSC: V231	1	EVENT	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0007	0007 - GS-15 Assessment center catering (Candidates) 3/23/23 - 3/24/23 and 3/27/23 - 3/30/23 PSC: V231	1	EVENT	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0008	0008 - GS-15 MU Assessment center role play (guest) rooms, 4/11/23 - 4/13/23 PSC: V231	10	ROOM	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT
0009	0009 - GS-15 MU Assessment center meeting rooms, 4/12/23 PSC: V231	1	DY	\$ _____	\$ _____	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		AMOUNT

0010	0010 - GS-15 MU Assessment center catering, 4/12/23 PSC: V231	1	DY	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011	0011 - GS-14 Assessment center role play (guest) rooms, 5/1/23 - 5/11/23 PSC: V231	1	EVENT	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0012	0012 - GS-14 Assessment center meeting rooms, 5/2/23 - 5/5/23 and 5/8/23 - 5/11/23 PSC: V231	8	DY	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013	0013 - GS-14 Assessment center catering (Assessors), 5/2/23 - 5/5/23 and 5/8/23 - 5/11/23 PSC: V231	1	EVENT	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014	0014 - GS-14 Assessment center catering (Candidates), 5/4+/23 - 5/5/23 and 5/8/23 - 5/11/23 PSC: V231	1	EVENT	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015	0015 - GS-14 MU Assessment center role play (guest) rooms, 5/15/23 - 5/17/23 PSC: V231	16	ROOM	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0016	0016 - GS-14 MU Assessment center meeting rooms, 5/16/23 PSC: V231	1	DY	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	0017 - GS-14 MU Assessment center catering (Assessors and Candidates), 5/16/23 PSC: V231	1	DY	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018	0018 - A/V (Audio Visual) PSC: V231	1	EA	\$ _____	\$ _____
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0019	0019 - Labor for removal of furniture from guest rooms PSC: V231	1	EA	\$ _____	\$ _____