

52.212-1 Instructions to Offerors – Commercial Items Addendum

In order to be determined to be responsive, all quotes must be complete, self-sufficient, and respond directly to the requirements of this solicitation and sent to the identified POC's. If your quote is determined to be non-responsive, it will not be further considered for award. A complete quote consists of the following:

- a) Complete the unit price, extended price, and total price blocks along with all information required in the table requesting company information, including vendor signature.
- b) Complete the bottom portion of page six (6) of the Combined Synopsis/Solicitation document.
- c) Review ENTIRE solicitation and fill in all required provisions and clauses. If the annual certification has been completed in the System for Award Management (SAM), FAR 52.212-3 does not need to be completed.
- d) All vendors must have an active registration in SAM at time of quote submission.

52.212-2 Evaluation – Commercial Products and Commercial Services Addendum

The government intends to make award to the offer which represents the best value through comparative analysis of price and technical factors.

PRICE - The evaluation team will assess price based on total evaluated price of offer.

TECHNICAL - The evaluation team will assess technical acceptability by assigning a rating of "acceptable" or "unacceptable." Only those offers considered technically acceptable will receive further consideration for award. An offer will be considered technically acceptable if it includes all items/services required by the Government and meets the minimum salient characteristics for each item/services requested. Technical value will be determined by evaluating Quality and Professional Image. Quality is defined through craftsmanship and durability of furnished materials (i.e. solid hardwood would be determined as a higher value than manufactured wood). Professional image is defined through compatibility with existing interior finishes and other furnishings offered in response to this solicitation.

Both price and technical factors are approximately equally important in value for this determination. This evaluation process allows the Government to make award to other than the lowest priced offer if it is determined that a higher priced offer provides better value to the Government.