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January 20, 2023

Subject: Request for Quotation (RFQ) No. BG425992  
HySpex Camera with Maintenance, Installation and Training

## **1.0 INTRODUCTION**

Brookhaven Science Associates, LLC (herein known as “BSA”), operator of Brookhaven National Laboratory (BNL) under a Prime Contract with the U.S. Department of Energy (DOE) herewith solicits your quote for a HySpex Camera with Maintenance, Installation and Training as outlined in the Draft Purchase Order (Enclosure A).

## **2.0 SCOPE OF WORK**

The Offeror shall furnish and supply in strict accordance with the attached Draft Purchase Order (Enclosure A).

## **3.0 FORMS OF QUOTATION AND MANNER OF SUBMISSION**

A complete quotation, including the signed Quotation Pricing Sheet (Enclosure C), must be received by BSA no later than 5:00 PM local time on January 27, 2023. Award is expected to be made on or about February 1, 2023. Any offer received after this time and date may not be considered. Quotations will be opened in private. Quotations, including their withdrawal or modification, received after the closing date shall be considered late. Such responses will only be considered for award if it is in BSA's best interest to do so.

BSA will accept electronic submissions of formal quotations. Electronic submissions will be accepted by the following method:

- Email submissions must include a scanned copy of the signed Quotation Pricing Sheet (Enclosure C). Emails will be sent to gilman@bnl.gov with the BSA RFQ Number (BG425992) in the Subject Line.

## **4.0 PRICING AND SUPPORTING DOCUMENTATION**

### **4.1 Pricing Quotation and Supporting Documentation.**

The offeror shall complete and return the Quotation Pricing Sheet (Enclosure C) attached to this document. Prices shall be quoted in U.S. dollars, FOB, Brookhaven National Laboratory, Upton, Long Island, New York (**freight included**) including any Import Duties, customs and associated costs, if applicable.

#### 4.2 System For Award Management (SAM):

In order to support DOE reporting requirements, BSA requires all its vendors/contractors to be registered in the U. S. Government supplier database entitled System For Award Management (SAM) with their Unique Entity ID number (UEI#). Registration can be performed on line at [www.sam.gov](http://www.sam.gov). If not already registered, please register as soon as possible since failure to do so may preclude BSA from doing business with your organization. Please note that there is no charge for SAM registration. When registering, you are strongly urged to copy and paste [www.sam.gov](http://www.sam.gov) onto your browser address rather than utilizing your search engine. Utilizing your search engine may redirect you to an erroneous site. You may obtain assistance in completing your registration by contacting the Federal Help Desk at 866-606-8220 or by contacting your local Procurement Technical Assistance Center (PTAC), which can be found at <https://www.aptac-us.org>

#### 4.3 Representations and Certifications:

A current copy (less than 12 months prior to the date of solicitation) of Supplier Specific Representations & Certifications must be on file with BSA's Procurement and Property Management Division before a purchase order can be placed. The attached AMS-Form-050 (Enclosure B) has been included for informational purposes. At the time of award the successful offeror will be asked to complete AMS-Form-050 (Enclosure B) if it is not already on file.

#### 4.4 Insurance:

Upon award, in accordance with Article 6 of the attached "BSA Supplemental Terms and Conditions for Work by Contractors On Site at Brookhaven National Laboratory". Prior to coming on site to perform work, the certificate must remain in effect for the duration of the subject contract and must be filed with BNL Procurement & Property Management Division.

**Please Note:** As Required by the Work on Site Terms – reference Article 6 - \*Naming Brookhaven Science Associates and the US Government as additional insured along with all other requirements

### 5.0 BASIS OF AWARD

BSA will make award to the responsive and responsible offeror who submits the lowest total price and who meets all BSA's technical requirements, as stated herein.

The resultant firm fixed price purchase order shall be subject to the terms and conditions of Enclosure A.

**6.0 CLOSURE**

We trust that the information contained herein is sufficient to permit your company to prepare a complete and definitive quotation, however, should you have any questions, please contact the undersigned. All questions must be submitted in writing; replies to questions will be provided in writing and, if considered to be of general interest, will be transmitted to all other offerors.

If for any reason you are unable to submit a quotation, kindly reply in writing.

Sincerely,

Beth Gilman  
Sr. Buyer

Enclosures:	A. Draft Contract/Purchase Order
	B. AMS-Form-050 Reps & Certs
	C. AMS-Form-043 Quotation Pricing Sheet