



1 May 2009

To: All Prospective Contractors

From: Acquisition Services Directorate (AQD)/Department of the Interior

Subject: Request for Quote (RFQ) – 21324

Acquisition Services Directorate request a Firm Fixed Price quote for gym memberships listed below. This requirement is in support of National Security Space Office (NSSO). AQD will conduct this acquisition using Subpart 12.6 and 13 under the Federal Acquisition Regulation.

PRODUCT:

<u>Item</u>	<u>Quantity</u>
Gym Membership	35

QUESTIONS:

If you have questions regarding this requirement, please submit your inquiries immediately via email but **no later than 5 May 2009, 2:00 pm Eastern Time to: Mike.McGuire@aqd.nbc.gov.**

RFQ DUE DATE:

The Due Date for responses to this RFQ, is on or before 2:00pm Eastern Time, 11 May 2009. Quotes MUST be sent electronically to Mike McGuire at mike.mcguire@aqd.nbc.gov.

Any “no-bid reply” may be submitted electronically and should include a brief statement as to why you are unable to submit an offer at this time.

PERIOD OF PERFORMANCE:

The period of performance for the resulting award will be 14 May 2009 through 13 May 2010.

Price quotes shall include the following:

The unit price for each product including all discounts, and the extended price for requested quantities. Quotes should be organized into the structure outlined in the “Product” section of this RFQ.

SUBMISSION REQUIREMENTS: Your Quote MUST include the following Information [preferably on the cover of each volume]:

- A. Tax identification number (TIN)
- B. Dun & Bradstreet Number (DUNS)
- C. Complete Business Mailing Address
- D. Contact Name
- E. Contact Phone
- F. Contact Fax Number
- G. Contact email address
- H. Extend Line prices/Total bottom Price on quote

EVALUATION:

Contract award will be based on lowest price technically acceptable quotation. Award will be made on all or none basis.

Virginia Taylor
Contracting Officer

Attachment A: SOW
Attachment B – Provisions and Clauses