

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input type="checkbox"/> OPEN <input checked="" type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA			PAGE OF PAGES 1	
1. REQUEST NO. N/A	2. DATE ISSUED See sec 16	3. REQUEST/PURCHASE REQUEST NO. TBD	4. NIGP COMMODITY CODE 2045446	CAPTION DELL Laptops and Equipment		
5A. ISSUED BY Office of Contracting and Procurement (OCP) Department of Public Works, PEMA 2000 14 <sup>th</sup> Street, NW, 6 <sup>th</sup> Floor Washington, DC 20009			6. DELIVER BY (Date) TBD			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Courtney Halsey – courtney.halsey2@dc.gov (202) 671-1587 Office Tonia C. Nixon-tonia.nixon@dc.gov 202- 671.0470 wk. 202.603-8734 c			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Department of Public Works, PEMA 2000-14 <sup>th</sup> Street, NW 6 <sup>th</sup> Floor Washington, DC 20009 Phone: (202) 671-0094			9. DESTINATION (Delivery Address) Department of Public Works, PEMA 2000 14 <sup>th</sup> Street, NW, 6 <sup>th</sup> Floor Washington, DC 20009 Phone: (202) 671-0094			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE THE CLOSE OF BUSINESS (Date and Time)		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
<b>IMPORTANT:</b> 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. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
<b>12. SCHEDULE (Include applicable Federal, State, and local taxes)</b>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTIT Y (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
0001	<b>Laptops and Accessories</b>  <b>The Department of Public Works is seeking to purchase DELL Products from Authorized Resellers.</b>  <b>Pricing shall include the total amount for the computer equipment, accessories, shipping, and handling</b>  <b>Contact Person: Courtney Halsey, Contract Specialist – email: Courtney.Halsey2@dc.gov or the Contracting Officer – Tonia C. Nixon, Tonia.Nixon@DC.Gov</b>	1 Lot	Multiple	Multiple		
<b>TOTAL</b>					\$ _____	
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS	
		%	%	%	%	
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):		Amendment Number	Date	Amendment Number	Date	
15. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)		16. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION			17. DATE OF QUOTATION	
		18. NAME AND TITLE OF SIGNER (Type or print)			19. TELEPHONE NO. (Include area code)	