

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:032-589

Quotations are Due By:
(Eastern Time)10:00 AM on 11/02/2018

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: NCR Pads: 2 Part Photo Print Order

QUANTITY: 1000 Two-Part Sets (Equals 20 Pads of 50 Two-Part Sets).

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/openjobs.aspx>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to DC Team 1, 202-512-0310.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

TRIM SIZE: 8-1/2 x 11"

PAGES: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 11/02/2018

Deliver complete (to arrive at destination) by 11/12/2018

F.O.B. destination

MUST BE AT DESTINATION ON OR BEFORE SCHEDULED DELIVERY DATE.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

PRODUCT: 2-Part Chemical Transfer Sets.

DESCRIPTION: Parts print face only in black, consisting of type/line matter, screens, and a fine line departmental logo.

DETACHED SIZE: 8-1/2 x 11"

PADDING: Pad 50 two-part sets per pad. Sets are padded at the top edge on the 8-1/2" dimension.

Each pad to have a chipboard backing, newsboard, or equal back approximately 0.020" thick. Adhesive used must permit clean separation of the parts without damage to the any parts/sets, but must provide sufficient strength to guarantee that the sets will remain together when in use after separation from the pad.

TYPES OF CHANGES: Marginal changes on face of all parts for copy designation. Copy designation to print in Red.

MATERIAL FURNISHED: Contractor to pickup at GPO. One CDR, Electronic File.

laser copy.

One simlart printed sample to be used as a visual.

One GPO Form 905.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Part 1: White, Chemical Transfer CB, 13-15 lbs. (Basis Weight per 500 sheets, 17 x 22).

Part 2: Yellow, Chemical Transfer CF, 13-15 lbs. (Basis Weight per 500 sheets, 17 x 22).

Paper supplied by contractor having the following basis weights must conform to all specifications contained in JCP Code O-80: CB and CF- 15 lbs

COLOR OF INK:

Black

PRINT PAGE: See Above

MARGINS:

FACE: Head: 3/16" **Foot:**5/16" **Left:** 1/2" **Right:** 1/2"

PROOFS:

None Required.

BINDING:

See Description.

PACKING:

Shrink wrap in units of 4 pads per pack. Pack suitably in shipping containers.

LABELING(package and/or container label):Contractor to download the ?Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: 2-Part NCR Pads, Photo Print Order Form

REQUISITION: 9-115202197

JACKET NO.: 032-589

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

F.O.B. DESTINATION: (TO DELIVER ON OR BEFORE SCHEDULED DELIVERY DATE).

Note: Contractor must notify the ordering agency on the same day that the product ships/delivers, via e-mail sent to kdethomasis@gpo.gov Phone Number: 202-512-0224. The subject line of this message shall be "Distribution Notice For Jacket Number: 032-589, Requisition Number: 9-115202197, and Purchase Order _____". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 20 pads, and all government furnished material to: U.S. Government Printing Office, 44 H Street NW, Washington, DC 20401. GPO Platform (Attn:) Mr. Robinson. Marked For Re-Distribution to: Room B-302, Rayburn Building. Attn: Dana Barciniak.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level III.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:	SPECIFIED STANDARD:
P-7. Type Quality and Uniformity	Electronic File/Camera Copy

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE