

# Quotation Request //

## US Government Publishing Office

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

**JACKET:044-239**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 04/28/2021

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

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**TITLE:** Rubber Stamp Wooden Handle (Sonceria Ann Berry)

**QUANTITY:** 4 Total Rubber Stamps, All the same title.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team on 202-512-0307.

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

**BUY AMERICAN ACT - NOTE:** In compliance with Contract Terms, Contractor must state within [quote] submitted the Country of origin where the end product [Rubber Stamp] is being manufactured. ([Indicate the Country of origin in the comments field when submitting Quotes using Contractor Connect].)

**TRIM SIZE:** 2 x 1/2", center copy on stamp.

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 04/29/2021

Deliver complete (to arrive at destination) by 05/05/2021

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

**PRODUCT:** Rubber Stamps with wooden handles.

Stamp information should also be on the long edge of wood (right reading).

**NOTE:** Mark each stamp with titles.

**MATERIAL FURNISHED:** .

Via email after award.

One (1) Purchase order.

One (1) PDF file.

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and

publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**COLOR OF INK:**

**MARGINS:** Adequate Gripper.

Follow Electronic File.

**PROOFS:**

None Required.

**PACKING:**

Pack Suitable

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** Rubber Stamp Wooden Handle (Sonceria Ann Berry)

**REQUISITION:** 1-17101509

**JACKET NO.:** 044-239

**QUANTITY:** \_\_\_\_\_

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

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [sforster@gpo.gov](mailto:sforster@gpo.gov) The subject line of this message shall be "Distribution Notice for Jacket 044-239, Requisition 1-17101509. 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.

Shipping Notification: Contractor to send email to [sforster@gpo.gov](mailto:sforster@gpo.gov) with the tracking information when the shipper has been established. The date, approximate time of arrival, and tracking numbers should be provided at that time.

Deliver Four (4) Stamps via traceable means to: U.S. Government Publishing Office, 44 H Street, NW., Washington DC 20401, GPO Platform, Attn: Mr. Robinson, Marked for Redistribution to: Rm: HT-13, Capitol Bldg, Attn: Vamira.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

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

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE

P-7. Type Quality and Uniformity  
F-1, Trim Size

SPECIFIED STANDARD

Furnished Electronic File  
Visual Evaluation

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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