

Quotation Request //

US Government Publishing Office

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

JACKET:054-084

Quotations are Due By:
(Eastern Time)11:00 AM on 11/17/2023

**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: 2-Part NCR Form Official Travel Authorization

QUANTITY: 25000 (2-part) chemical transfer sets (padded with 50 sets per pad with chipboard back; 500 total pads).

****Contractors are required to enter a true 'Additional Rate'. This is the running rate (with make-ready/setup removed), not a per item price of total cost.****

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 Carrie Guasto, APS DC Team, at 202-512-0866 or cguasto@gpo.gov.

TRIM SIZE: 7-1/4 x 3-1/4"

PAGES: 2 part carbonless

SCHEDULE:

Furnished Material will be available for pickup by 11/20/2023

Deliver complete (to arrive at destination) by 11/28/2023

F.O.B. destination

****MUST DELIVER ON OR BEFORE NOVEMBER 28, 2023.****

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

DESCRIPTION:

PRODUCT: Two-part Chemical Transfer sets with common text printing face only with type/rule matter in black ink only.

TRANSFER IMAGE: Black

NUMBERING: Each set is to be numbered individually in top right corner printing in black. Numbering is to begin with 1556000 through 1580999. No missing numbers. Crash numbering is not acceptable.

NOTE: Five (5) samples may be numbered 00000.

PADDING: No stub required. Pad (50) 2-part sets per pad. Padded sets are to be held together at head, across the 7-1/4" dimension by Fan-Apart or equal adhesive; Each pad to have a chipboard, newsboard, or equal back approximately 0.020" thick. Adhesive used must permit ready separation at any set but must provide sufficient strength to guarantee that the sets will remain together, when in use after separation from the pad, but permit ready separation of the parts without damage to the parts.

MATERIAL FURNISHED: Contractor to receive. .
via e-mail after award.

Purchase Order.

One (1) PDF print file.

One (1) PDF file with an example for number font size and placement.

Contractor can 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.

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 in sufficient time 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
If the paper supplied by the contractor has the following basis weights, then the paper must conform to all specifications contained in JCP Code O-80 Carbonless Bond; CB and CF: 15 lbs.

Part 1: White Chemical Transfer, CB, basis weight 13-15 lbs.per 500 sheets, 17 x 22"

Part 2: White Chemical Transfer, CF, basis weight 13-15 lbs. per 500 sheets 17 x 22"

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS: Adequate Gripper.

Follow electronic file.

PROOFS:

None Required.

BINDING:

See "DESCRIPTION" herein.

PACKING:

Shrink film wrap in units of 10 pads for a total of 50 packages.

Pack suitably in cartons and shipping containers.

JOB TITLE: 2-Part NCR Form: Official Travel Authorization

REQUISITION: 4-02391

JACKET NO.: 054-084

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 and cc: cguasto@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 054-084, Req. No. 4-02391. 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 25,000 sets (500 pads of 50 sets) via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington DC 20401, GPO Platform, Attn: Mr. Gregory Robinson, Marked for Re-distribution to: B215 Longworth HOB, Attn: Keith.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver 5 sample sets and all Government furnished material via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington DC 20401, Congressional Publishing Room C-730, Attn: Shirley Forster, 202-512-0224.

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 1.
- (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	Furnished Electronic File

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 pre-award 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