

**52.212-1 INSTRUCTIONS TO OFFERORS --COMMERCIAL ITEMS (OCT 2003) [TAILORED Feb 2003]**

(a) **Submission of offers.** To be considered for award of an Aircraft Rental Agreement, Vendors must complete and submit the following to our office.

- (1) Completed and Signed SF-1449
- (2) Signed and dated OAS-AR-10 or 11 (as appropriate)
- (3) Section E, Offeror's Representations and Certifications
- (4) W-9 Form, Request For Taxpayer Identification Number and Certification
- (5) OAS-64A or OAS-64B, Interagency Pilot Qualifications and Approval Record
- (6) Evidence of required insurance coverage submitted by your insurance company. Evidence of Hull insurance should be submitted when offering without pilot flight rates
- (7) A complete copy of your FAA Operations Specifications (FAA Form 8400-8)

Note: The NAICS code and small business size standard for this acquisition is 481211 and 1,500 employees, respectively.

- (8) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.
  - (9) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.
- (b) **Agreement.** The Government will evaluate offers and if acceptable, establish a sufficient number of agreements to meet bureau anticipated needs at various geographic locations. The vendor's initial offer should contain the best terms and conditions from a price standpoint.
- (c) **Additional Information.**
- (1) The Government reserves the right to award by facsimile. However, if requested to do so by the Contracting Officer, the offeror agrees to promptly submit the originally signed offer.
  - (2) Offerors may submit price changes on OAS-AR-10/11's, and acknowledge modifications by facsimile. Facsimile OAS-AR-10/11's and modifications must contain the required signatures.
  - (3) If the offeror chooses to transmit a facsimile offer or modification, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile.