

Instructions for BPA Offerors

1. Fill in all the yellow highlighted fields on the SF-18 cover page and sign in Block 14
2. Complete all the parts highlighted in Section 5
3. Compile your offer package to include the following:
 - a. A completed Request for Quotations document (all 39 pages)
 - b. A copy of your APR
 - c. A copy of your PIB number
 - d. A copy of your current price list
4. Scan all of the above (1-3) and send by email following the instructions in the BPA Invitation Letter.