

28 January 2019

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: Contract Specialist: Jonelle Walters
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Email: Jonelle.g.walters.civ@mail.mil
Project Title: Pentagon Briefing Room Curtain Refresh

SUBJECT: Request for Quote (RFQ) to purchase Curtain for the Pentagon Briefing Room

1. DMA Contracting department is accepting quotes for the below curtains in support of the Pentagon Briefing room. All quotes must meet the below specifications :

Measurements – PRB Curtain

Height: 115”
Width (Left): 192”
Width (Right): 204”

Measurements – Visitor Entrance Curtain

Height: 108”
Width: 120”

Color – Blue as pictured in Photos below:





2. Purpose: The current Pentagon Briefing Room (PBR) is antiquated and in need of a refreshed appearance. As part of this refresh, it is requested that the existing 40+ year old curtains be replaced. These new curtains will provide a more contemporary aesthetic appearance compatible with high definition imagery.
3. This is a Request for Quote. This is NOT an order. ALL quotes are due by 2:00pm EST 5 February 2019 via e-mail to: Jonelle.g.walters.civ@mail.mil. LATE QUOTES WILL NOT BE ACCEPTED UNLESS IN THE BEST INTEREST OF THE GOVERNMENT AS DETERMINED BY THE CONTRACTING OFFICER. If you are unable to submit a proposal, please indicate the types of goods and services you provide on this form along with contact information and I will keep your company in mind for future business opportunities. This document is not legally binding and does not commit the US Government in any way.
4. If you are interested in submitting a proposal, please submit the quote before the due date. Offerors should propose the most advantageous price available as discussions are not anticipated for this requirement. While discussions are not anticipated, the government reserves the right to hold discussions with offerors at our sole discretion. Award may be made based on Lowest Priced Technically Acceptable (LTPA). Additionally, the Contracting Officer reserves the right to:
 - a. Make no awards from this RFQ or proposals submitted.
 - b. Award to multiple bidders if in the best interest of the government.
 - c. Award to other than the low bidder based on quality of the items proposed, delivery time and any other factors determined to be important at the discretion of the Contracting Officer.
5. Email your proposal with pricing to Jonelle.g.walters.civ@mail.mil no later than 2:00pm EST 5 February 2019. If your company is selected, I will forward you additional information to complete to include SF1449; which is an established contract. The awardee is responsible for measuring curtains to ensure a perfect fit, removal of old curtains (not disposal), delivery with necessary hardware/install in the Pentagon Briefing Room and Visitor Center Display. The awardee is responsible for submitting a test fabric swatch to ensure fabric density and color are correct. The Contracting Officer is the only authorized representative that may obligate funds on behalf of the US Government. Work accomplished under the direction of any other individual is not authorized and is accomplished at the sole liability of the contractor.