This is an Informal Request for Quotes for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the City and County of San Francisco (“City”) under the City’s February 25, 2020 COIVD-19 Declared Emergency.

Please reply with your bid by email to \_\_\_\_\_\_\_ by COB \_\_\_\_\_ (5 PM Pacific Time).

**Quote Requirements**

1. **Unit price must include all shipping charges**.
2. Payment terms must be indicated on the quote and be **at least Net 5**.
3. Quote must provide **firm delivery schedule** with details on shipping method(s). If selected supplier does not substantially meet the proposed delivery schedule, the PO will be cancelled and City in its sole and absolute discretion reserves the right to inactivate supplier’s Supplier ID if it determines Supplier willfully made representations and commitments it knew it could likely not meet.
4. Quotes must be for **goods already produced and manufactured and located in the United States** at the time of quote submission.

**Bid Attachments:**

1. **Quote** that meets all Quote Requirements above.
2. **Complete product specs** which shall be subject to City approval at City’s sole and absolute discretion.
3. **One reference consisting of another government entity** to whom you have sold PPE. Provide contact name, agency name, email and phone number.

**Supplier Requirements**

1. Supplier cannot be suspended by federal government via [www.sam.gov](http://www.sam.gov).
2. Supplier must possess a City Supplier ID at the time of bid submission.
3. Supplier must agree to electronic payment through Paymode: <https://www.paymode.com/city_countyofsanfrancisco>
4. Supplier must agree to attached FEMA required terms and conditions.

**Evaluation**

1. City in its sole and absolute discretion reserves the right to determine if a bid is deemed to be a Qualified Responsive Bid based on the criteria outlined above.
2. Only Qualified Responsive Bids will be evaluated and will be ranked based on the lowest bid price and any other criteria the City in its sole and absolute discretion determines to be applicable.
3. City in its sole and absolute discretion may extend the bid due date.
4. City in its sole and absolute discretion may accept one or more Qualified Responsive Bid(s) prior to the bid due date and time.
5. City in its sole and absolute discretion may elect to choose more than one Qualified Responsive Bid.
6. All decisions by City are final and not subject to protest or further considerations.