

GENERAL DYNAMICS ROBOTIC SYSTEMS

GENERAL BIDDERS INSTRUCTIONS

Sellers' proposal in response to this solicitation must comply with these instructions. Please review them carefully. Failure to comply with these special instructions may result in rejection of your bid. Questions regarding these instructions should be brought to the Buyer' attention immediately.

GENERAL INSTRUCTIONS

1. INTRODUCTION

This is a Request for Proposal for hardware or services in support of various programs of General Dynamics Robotic Systems Division. The intent of this request is to obtain proposals that will form the basis for a contract providing the necessary ability to be responsive to current and projected requirements consistent with Government authorization and funding.

2. DESCRIPTION OF SUPPLIES/SERVICES

The item to be procured shall be manufactured in strict compliance with the Technical Data Package (TDP) requirements or other purchase description(s) – (i.e. SOW, Drawing(s), etc.) defined herein including the Blueprint Breakdown Sheet and all applicable Quality Clauses.

Care must also be exercised to ensure your proposal is fully compliant with all other related or referenced data (i.e., Military Specifications, MIL-Standards, etc.) as these items, although referenced and applicable, may not be provided with the TDP but are obtainable directly from appropriate Government agencies and/or GDRS. Failure of your proposal to meet the Technical Data Package requirements as provided may be cause for proposal rejection as "non-responsive".

Should you not be able to bid to the TDP requirements, alternative proposals may be submitted. Alternatives must be clearly identified and described, including reasons for the offer and any savings or other advantages to be achieved thereby. Consideration must also be given to costs likely to be incurred as a consequence of qualification and/or introduction of the revision into the Government Logistics Network.

Exceptions taken to any TDP requirement solely for convenience may cause the bid to be "non-responsive" and may be considered grounds for proposal rejection.

3. PRICING AND ADJUSTMENT METHODOLOGY

Proposal pricing will be based on the quantities referenced in the RFQ. In the event the actual quantity awarded is not consistent with the quantities referenced in the RFQ, a price will be determined based on straight-line interpolation/extrapolation.

All Hardware quotes are to be proposed firm fixed price unless otherwise stipulated.

4. PACKAGING/INDIVIDUAL PRICING

In many instances, similar or like components may be clustered or packaged together for quote and/or award. The GDRS Request for Proposal will identify package solicitations.

You are required to supply bids for both individual pricing and package pricing for all quantities. GDRS will consider all pricing structures during award evaluation.

5. DELIVERY SCHEDULE AND RATES

The required delivery schedule for the item(s) described herein will be identified in the RFQ/PO depending on the actual quantity procured. However, GDRS may vary the delivery rate as required and reserves the right to reschedule based on economic scheduling analysis (ESA); suitable notice will be provided.

Rescheduling may occur as a result of various MRP adjustments. Supplier must make every effort to comply with any such adjustment.

6. PACKAGING REQUIREMENTS

In an effort to better manage inventory costs, GDRS will require suppliers to package and ship in economic lots, where practical.

7. SPARES OPTION

You are asked to offer GDRS the ability to increase the actual total quantity ordered by up to 20 percent of the total contract quantity for spares and/attrition. This option will remain valid throughout the life of any purchase order/subcontract resulting from this solicitation. The price applicable to these spares/attrition will be the same as is applicable to all other quantities ordered.

8. NON-RECURRING COSTS

Seller's proposal must identify all costs of a non-recurring nature. All special tools, fixtures, gauges, special tests, equipment, control tests, first article inspection, first article testing, etc., must be clearly identified and quoted separately from the Hardware unit price.

9. STATISTICAL PROCESS CONTROL (SPC)

GDRS strongly recommends the use of Statistical Methods for Process Control (SPC). SPC is a vital element of Continuous Improvement Program in attaining cost containment and achievement of increasingly higher levels of Quality proactively. A supplier's commitment to SPC is considered highly admirable in demonstrating a desire for satisfying customer needs. Product produced through a viable SPC system is a consideration during the Source Selection Process.

In Responding to the RFQ please indicate whether or not the product quoted will be produced in a SPC controlled process.

10. RECEIVING ACCEPTANCE RATE

GDRS suppliers are expected to make the necessary commitments to achieve and maintain a 100% Receiving Acceptance Rate. In the event supplier fails to maintain a minimum Receiving Acceptance Rate of at least 98% for any award issued as a result of this solicitation, GDRS may elect to begin Termination for Default proceedings in accordance with Paragraph 19 of the Purchase Order Terms and Conditions (84-005-0807).

Suppliers failing to maintain an aggregate annual Receiving Acceptance Percentage of at least 98% will be subject to permanent elimination from the GDRS Supplier Base.

11. COMPETITION REPORTING

Seller is expected to compete all purchased material to the maximum extent possible. In the event that complete proposal evaluations indicate that an item is awarded on a non-competitive basis and is over \$100,000.00 in the aggregate, Seller may be required to track and report to GDRS their competition statistics on purchased components.

12. BASIS FOR AWARD

It is the intent of GDRS to evaluate proposals and make awards based upon (I) confidence in the proposer's ability to meet technical/quality requirements, delivery schedules, and financial stability (ii) potential program risks, (iii) implementation costs, and (iv) most cost effective proposal. Pricing evaluations

will be based upon the price contract quantities perceived as most likely at the time of evaluation. Break-in effectivity for potential engineering changes and the risk attendant thereto will also be considered.

13. INDUSTRIAL IMPROVEMENT MONEY

As an option, you are requested to examine cost savings which could be realized if your firm made capital improvement investments. You are encouraged to propose investments and the potential savings associated with the investments. GDRS will review all proposals. Unlike tooling, which the Government funds and owns, industrial improvement investments remain the property of the supplier.

14. COMPLIANCE WITH RFQ PROVISIONS

Unless specific exception is taken in your proposal to any requirement of this RFQ, it will be understood that the act of submitting the proposal constitutes agreement. If any exceptions from technical data package are taken, they must be noted in exacting detail and highlighted.

15. PROPOSAL DUE DATE/VALIDITY PERIOD

Your proposal must be submitted and delivered so as to arrive on or before the date noted on the RFQ. The proposal must be addressed as specified in the RFQ.

Late receipt of your proposal may be cause for rejection of your bid at the discretion of GDRS.

Proposals are to be firm for 180 days unless otherwise indicated by the supplier.

16. TERMS & CONDITIONS AND SPECIAL PROVISIONS

Any purchase order/subcontract award resulting from this RFQ will be subject to GDLS Standard Terms and Conditions, Forms 84-005-0807, 84-005-0808, and 84-005-0809. Copies of these forms are located at GDRS Website – www.gdrs.com under the Procurement Link. Seller is expected to flow down these terms and conditions, as well as all other contractual provisions, to their sub-tier suppliers.

17. FINANCIAL DATA REQUIREMENT

Your proposal must include copies of your latest financial statements listed below:

- a. Copy of audited balance sheet and statement of income and retained earnings for the latest two fiscal or calendar years.

- b. Copy of unaudited balance sheet and statement of income and retained earnings subsequent to year end period (most recent date).
- c. Statement showing sources/uses of working capital.
- d. Notes to financial statement.
- e. Dunn & Bradstreet Report (if none of above available).
- f. If quoting on more than one requirement only submit one copy of requested financial information.

Your proposal may not be considered completed without the receipt of this data.

18. COST & PRICING DATA

A determination of adequate price competition as defined by FAR will not be known until proposals are received and evaluated. Cost & pricing data is not requested at this time, but should proposal evaluations indicate an item is not competitive and over \$100,000 in the aggregate, cost data will be required on Standard Form 1411 along with supporting data. Your proposal must state agreement to provide the certificate within 15 days or sooner from request by GDRS.

19. FOREIGN PROCUREMENTS

If you contemplate procurement of materials or services from a foreign source, you must include in your proposal submission an identification of materials or services to be procured from foreign sources and indicate the country of origin. Duty free entry is applicable to this prime contract, however, must be requested at time of proposal as post award requests will not be honored.

20. MANUFACTURING LOCATIONS

Potential suppliers who intend to manufacture all or a part of the supplies at a location other than that shown on the face of this solicitation shall indicate all such locations and the percentage of the order being manufactured at each location in the proposal response.

21. PRIORITY RATING

- o Awards made as the result of this solicitation may carry a Government priority rating. This rating will be identified in the RFQ/P.O..