

**PACKAGING AND DELIVERY OF PROPOSALS**

Your proposal shall be organized as specified in SECTION L.2. General Instructions. Shipment and marking shall be as indicated below.

EXTERNAL PACKAGE MARKING

In addition to the address cited below, mark each package as follows:

**“RFP NO. \_\_\_\_\_  
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY”**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

NUMBER OF COPIES

TECHNICAL PROPOSAL: **ORIGINAL\* AND \_\_\_\_\_ COPIES TO:**

BUSINESS PROPOSAL: **ORIGINAL\* AND \_\_\_\_\_ COPIES TO:**

If hand-delivered or delivery service

If using U.S. Postal Service

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\*THE ORIGINALS MUST BE READILY ACCESSIBLE FOR DATE STAMPING PURPOSES.

NOTE: Please be aware that the U.S. Postal Service’s “Express Mail” **DOES NOT** deliver to the hand-delivered address **AND** delivery to the Main Campus NIEHS address will result in delayed delivery to the Office of Acquisitions (Contracts). If a proposal is not received at the place, date, and time specified herein, it will be considered a “late proposal.”