

GSA FSS Contract number: _____

Delivery/task order or BPA number: _____ Performance period: _____

Award date: _____ Contractor name: _____

GSA FSS Order/BPA Checklist – Unsuccessful Quotations/Oral Presentations

File original copies of initial/final unsuccessful quotations for award of delivery/task orders and establishment of BPAs (or the record of each respondent's oral presentations, if applicable) in this folder. List each organization submitting an unsuccessful quotation by name and separate each quotation/respondent's oral presentation with a lettered tab. If a quotation(s) is too large to be filed in this folder, list the name of the respondent next to a lettered tab and include a reference in the blank provided to the quotation's physical location and the folder/file in which it can be found.

Tab Unsuccessful Quotations/Oral Presentations by Respondent

- A _____
- B _____
- C _____
- D _____
- E _____