

Sample Scenario

**Submission of Bid Materials
Contract ESD112-DE-09**

The Smithsonian Company wants to submit bids on eight unique manufacturer product categories. Here is what they would submit to ESD 112 by the deadline:

One Three Ring Binder (See Addendum #2, Page 8, Part 1):

Even though they are bidding on eight manufacturer product categories, the Smithsonian Company will only submit one (and only one) three-ring binder that includes the materials organized by tabbed dividers as described in the Invitation to Bid, Page 8, Part 1. They will not include any materials that are not requested in Part 1, making it possible to use a 1” binder. The three-ring binder will also include one (and only one) CD in a sleeve, as described on Page 9, Part 3. The Smithsonian Company will label each electronic file on the CD clearly and accurately to denote its contents. For example, the bid forms for their bid on Johnson LCD projectors should be labeled “Bid Forms – Johnson LCD Projectors” or something very similar. All documents must be copied onto the CD in the format identified on Page 8, Part 1.

Eight Sealed Envelopes (See Addendum #2, Page 8, Part 2):

The Smithsonian Company will submit eight sealed envelopes, as described below, and in Addendum #2, Page 8, Part 2:

- Their sealed envelope for document cameras (by Manufacturer A) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009
- Their sealed envelope for document cameras (by Manufacturer B) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009
- Their sealed envelope for document cameras (by Manufacturer C) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009
- Their sealed envelope for LCD Projectors (by Manufacturer B) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009

- Their sealed envelope for LCD Projectors (by Manufacturer D) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009
- Their sealed envelope for DLP Projectors (by Manufacturer D) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009
- Their sealed envelope for interactive whiteboard solutions (by Manufacturer A) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009
- Their sealed envelope for digital cameras (by Manufacturer F) will contain the following:
 - Hard copy of Bid Forms A-G for this manufacturer product category
 - Manufacturer Price Sheet for this manufacturer product category, effective July 15, 2009

Please Note: Even though this Bidder is submitting bids on document cameras and LCD projectors by the same manufacturer (Manufacturer B), the Smithsonian Company will submit each of these bids in its own sealed envelope because they are different product categories.

Submission of Materials:

In the example provided above, the Smithsonian Company will submit one three-ring binder and eight sealed envelopes. For their own convenience, they may pack and send all of these materials in a single sealed box or carton, using the instructions on **Page 3** of the Invitation to Bid.