

## INSTRUCTIONS TO OFFERORS

**No Later than May 9, 2023 by 12:00 pm Eastern Time** interested offerors shall send an email to: Ms. Tara D'Amico, at [Tara.M.Damico.civ@army.mil](mailto:Tara.M.Damico.civ@army.mil) with the following information to request a sample Patch:

Name of Company  
Contact Name (First & Last)  
Mailing Address, City, State, Zip Code,  
Direct Phone Number  
Email Address  
Shipper Account Number.

SHIPPER ACCOUNT NUMBER IE: UPS, FEDEX (Government requires Shipper Account Number so sample of one (1) Patch can be shipped to potential vendors).

Please include the Solicitation Number (W911SD-23-Q-0005) in the Subject Line of the email. Upon receipt of your email, one (1) Sample Patch will be sent to the interested offerors for sample production. **(THIS SAMPLE MUST BE RETURNED) (THE GOVERNMENT FURNISHED PROPERTY MUST BE LABELED WEST POINT PRIOR TO RETURNING).**

Interested offerors are required to produce one (1) Patch, Rank Blank OCP, one (1) Patch, Class Numeral 26, one (1) Patch, Company Patch, HCC USCC, one (1) Patch, Company Patch, A-1, one (1) Patch, Company Patch, E-2, one (1) Patch, Company Patch, A-3, one (1) Patch, Company Patch, D-4, and one (1) Patch, Company Patch, F-4, one (1) new Patch A1 and one (1) new Patch D4 is required at/or prior to the time specified for receipt of offers.

**All offerors shall send one sample item as identified above to: MICC at West Point, Building 681 Hardee Place, Room 100, West Point, NY, Attention: Tara D'Amico.** The samples must be submitted with the offeror's quote no later than the closing date/time of the solicitation on **May 31, 2023 by 12:00 PM Eastern Time.**

The Government shall make one contract award therefore, if an offeror does not submit a sample of one (1) Patch, Class Numeral 26, one (1) Patch, Company Patch, HCC USCC, one (1) Patch, Company Patch, A-1, one (1) Patch, Company Patch, E-2, one (1) Patch, Company Patch, A-3, one (1) Patch, Company Patch, D-4, and one (1) Patch, Company Patch, F-4, one (1) new Patch A1 and one (1) new Patch D4 with their quote, they will not receive consideration for contract award.

These samples shall be submitted at no expense to the Government. Samples will be evaluated in accordance with the evaluation criteria listed in Solicitation W911SD-23-Q-0005. Evaluation criteria consists of factors. The quote will be evaluated under TWO (2) evaluation factors: Sample and Price.

The Government will not be liable for any lost or misdirected quote and/or samples. An offeror may submit their information to receive a sample after **May 9, 2023**, however, the Government will not be responsible for an offeror not having sufficient

time to receive the Patch sample and submit their quote by the solicitation closing date **on May 31, 2023 by 12:00 PM Eastern Time.**

PLEASE EMAIL TRACKING NUMBER OF YOUR MAILED SAMPLE AND SOLICITATION TO [TARA.M.DAMICO.CIV@ARMY.MIL](mailto:TARA.M.DAMICO.CIV@ARMY.MIL).