

*B*uyer Guidance

The following should be used as guidance in the preparation of RFQs and evaluation of quotes

Check GSA Advantage first:

- For small requirements less than the micro-purchase threshold, buyers should consider ordering directly from GSA Advantage. GSA Advantage contains over 15 million commercial products and services.
- Use eBuy to obtain quotes for larger requirements, especially services. EBuy is also a great tool for locating sources
- Buyer may transfer one or more items from their GSA Advantage shopping cart to eBuy for quote. Lines items (from your shopping cart) transferred from GSA Advantage to eBuy will create a new RFQ and will appear as line items with the RFQ. Buyer will need to add some additional info as required.

Attachments

- Buyer may post a Request for Quote (RFQ) including attachments such as a Statement of Work (SOW) if necessary. Click [here](#) for more info on creating a SOW for services.
- Current size limitation for attachments is 5MB per attachment.

Evaluation criteria:

- Buyer should include in the RFQ any criteria that will be used to evaluate quotes and make awards (i.e. socio-economic goals, contractor past performance, acceptance of brand name or equal, etc.).
- If buyer will consider alternative solutions, lower quantities, etc., be sure to specify these considerations in the RFQ.

RFQ Open/Close Date/Time:

- Buyer must indicate how long the RFQ will remain open (# of days). RFQs must remain open for a minimum of 48 hours (this gives time for sellers to be notified and to quote). Default setting is 5 calendar days.
- RFQ close time is defaulted to the same hour of day as when the RFQ is posted. This time may be changed when you create your RFQ if necessary.

Adding line items/CLINS:

- When preparing your RFQ, if you choose to enter line items, be sure to specify manufacturer's part number, not a vendor or dealer part number.

Setting prices:

- Buyer may not set a reserved price (i.e. highest price acceptable).

Selecting categories and notifying vendors:

- Buyer will be able to view all sellers registered in the categories selected. Buyer may choose to notify (via e-mail) all sellers registered under a category that a quote is requested, or the buyer may choose to select only certain sellers to notify.
- All vendors listed under the category selected can view and quote on the RFQ even if they have not been selected to receive a personal email invite.
- At step 2 of the RFQ process, eBuy may provide one or more “suggested categories” based upon your RFQ information. The purpose is to assist you in selecting the most relevant category to ensure RFQs get to the right contractors. You may select a suggested category or simply continue without a selection.

Saving RFQ to draft:

- Buyers may prepare then save an RFQ to draft in order to post it at a later date (e.g. after internal approvals obtained).

Modifying or cancelling RFQ:

- Buyer may modify or withdraw an RFQ if necessary (once it has been posted). Sellers will be notified via e-mail if this occurs.

Forwarding an RFQ:

- Buyer may forward an RFQ via e-mail to another individual(s) within their organization. Please do not forward RFQs to vendors (including both those under GSA contract and those not under contract). Vendors cannot access forwarded RFQs. If you wish to add a vendor to your RFQ, you must modify the RFQ then add the vendor.
- This function is for forwarding internally. To forward an RFQ, an RFQ password is required. To retrieve a forwarded RFQ, the receiver must enter the RFQ ID in the RFQ Finder input box and enter the provided password when prompted. Anyone retrieving the RFQ will have the RFQ appear in his or her active/history RFQs. Note: there is only one RFQ record. It just appears for various users.
- Anyone with access to the RFQ can perform all functions (i.e. submit RFQ, award quotes, generate PO, etc.). Any change to the RFQ updates the RFQ for all. The RFQ originator’s name, phone, and e-mail will always appear as the Buyer, even if retrieved or submitted by someone else. This is due to varying profiles, ship addresses, etc.
- Only one person can access an RFQ at any one time. All users who have access to the RFQ will receive e-mail responses for the RFQ.

Keep it paperless:

- Since eBuy is a paperless electronic quote system, suggest that when posting RFQs that you do not also require vendors to submit hardcopy quotes (via mail or e-mail). EBuy is designed to allow vendors to attach as many documents as necessary to their quotes. EBuy will accept documents of various types and can accept large documents. This will reduce paper burden on our vendors, allow for faster transmission to you, and will make eBuy more useful.

Q&As:

- If the buyer needs to answer questions that should be shared with all vendors, you may use the "Q&A" feature. The Q&A features requires that you attach a file with questions/answers or other information that needs to be shared with all. If you need to change your RFQ in any way please use the RFQ modification feature.

Competing your requirement against an agency or GSA BPA:

- In some cases you may see categories of Multiple Award Schedule Blanket Purchase Agreements that have been created by your agency, another agency, or GSA. You may post an RFQ against these BPAs.
- Only the BPA holders can view and/or quote on an RFQ placed under a BPA category.
- If you have selected a BPA category, you may not add another category (i.e. add another SIN).
- If you have selected a BPA category, all BPA holders under that category will be sent an email invite to quote.

Evaluating Quotes:

- Receipt of a quote does not obligate the buyer to submit an order. However, if a quote is awarded, buyer must submit an order.
- It is important that ALL quotes received be evaluated and responded to so that all vendors who submitted a quote may receive a response.
- Federal Acquisition Regulation, **FAR 9.405-1** recognizes, in most cases, that customers should not place orders with Federal Supply Schedule (FSS) contractors who are debarred, suspended, or proposed for debarment. Before soliciting offers, and placing orders under Federal Supply Schedule contracts, blanket purchase agreements, or basic ordering agreements, customers are reminded it is their responsibility to check the EPLS, <https://www.epls.gov>, for potential excluded parties. *FAR 9.405 hyperlink points to: http://www.acquisition.gov/far/current/html/Subpart%209_4.html#wp1083348

Making an award or no award:

- Clicking "Award" or "Not Awarded" does nothing but send an email notifying vendors if they were selected or not. It does not obligate funds.
- Buyer may make a partial award by line (under certain circumstances).
- Buyers may accept one or more offers.

No quotes:

- Seller may submit a "No Quote" response. Seller may also provide a reason for not quoting for your information (a "View Reason" link will appear). Please be aware that the vendor may cancel the no quote response and then submit a quote - as long as the RFQ is still open.
- If you do not receive any quotes consider: giving sellers more time to quote; selecting more sellers if appropriate; avoid closing an RFQ a weekend or

holiday; do market research prior to RFQ to find vendors who can meet your requirements; do a "sources sought" RFQ to test the market for interested sources; review your requirement or SOW to make sure they are clear and complete.

If seller's contract expires during the RFQ process:

- If the seller's contract has expired, a "Contract Expired" message will appear under the quote status.

Creating a Purchase Order:

- Please note that the Government Purchase Card (credit card) is the only method of payment accepted for orders placed through the eBuy system.
- Buyers may generate purchase orders through eBuy, or they may create purchase orders separate from eBuy using their own internal systems. Orders generated using eBuy will be recorded in the buyer's GSA Advantage! Order History.

eBuy Outage Policy:

Our highest priority is making eBuy work for you. However, eBuy may occasionally experience an outage during which sellers may not be able to quote. If eBuy experiences a system outage of 30 minutes or more, the following will occur:

- RFQs that have closed during the outage will be automatically extended for 24 hours after the outage concludes. Extending the RFQ close date will allow additional sellers to quote who may have been prevented from doing so due to the outage.
- Buyers will be notified via e-mail if this occurs. Buyers may not revise the closing date to less than 24 hours.
- Within the eBuy system, status of extended RFQs will change from "Closed" to "Open".
- Quotes submitted before the outage occurred are maintained.
- An e-mail will be sent to all vendors previously notified and any other vendors who have submitted quotes notifying them of the extension.