BIDDERS’ INSTRUCTIONS

General

The instructions set forth herein govern the preparation of the bidder’s firm proposal. Any Award resulting from this solicitation shall be subject to the following but not limited to terms and conditions and instructions.

* 1. This solicitation shall not create any relationship, contractual, or otherwise, between Huntington Ingalls Incorporated, through its Newport News Shipbuilding division (also referred herein as “Buyer”) and Seller. Buyer shall not be liable for any expenses incurred by Seller in the preparation and submittal of its quotation in response hereto. Buyer may accept any item or group of items of any offer. Buyer reserves the right to request a “Best and Final” offer prior to award, to reject any or all offers, and to accept any offer based totally on lowest evaluated cost to Huntington Ingalls Incorporated, through its Newport News Shipbuilding division.
	2. The proposal submitted in response to this request shall remain firm and valid for a period of one hundred eighty (180) days after the RFQ closing date before the potential award.
	3. The bid proposal must be received at Newport News Shipbuilding on or before the specified time. All bid proposals must be submitted as requested in the Specific Bidders’ Instructions (see below). Any responses received after this time and date may be rejected and considered non-responsive. If an extension is needed, contact the Buyer in writing. The Buyer reserves the right to grant or deny the request. Bid due date is **June 30th, 2017.**

* 1. All notices, correspondences, or other communications between the parties regarding this RFQ shall be in writing addressed to the Buyer at

 NonShipboardprocurem@hii-nns.com.

* 1. Proposals will be evaluated for “Best Value” to include but not limited to the following criteria (this criteria does not constitute order of precedence). Huntington Ingalls Incorporated, through its Newport News Shipbuilding division reserves the right not to award any order as a result of this RFQ.
* Price
* Delivery
* Quality
* Customer Service (Business Relations/Reliability/Value Added Service)
* Stocking Capabilities
* Cost Savings Program
* Support NNS socio-economic initiatives

Final Award will be made on a best value basis. It is possible the low bidder will not be awarded if in the judgment of Newport News Shipbuilding; they do not represent the best overall value. Newport News Shipbuilding reserves the right to split award to sellers.

* 1. Any Award resulting from this Request for Proposal is anticipated to be a **long-term Agreement.** It should be noted that the first priority would be given to suppliers quoting firm competitive pricing or discount for the contract period. An option to extend the original contract expiration may be negotiated based upon mutual consent of both Buyer and Seller.
	2. Quantities indicated are estimates.
	3. Supplier’s quotation must include payment terms including any discounts offered for prompt payments.
	4. Seller is requested to provide additional discount, such as an all or none price percentage reduction, based upon Seller potentially receiving all listed items.
	5. Huntington Ingalls Incorporated, through its Newport News Shipbuilding division requests the Seller to quote material on RFQ as identified with no alternates. In such case whereas the Seller would like to proposal an alternative bid, the Seller is to quote alternate as a separate quote labeled “Alternative Quote”. All Alternative proposals must go through an approval process and may or may not be accepted.
	6. Seller is **not** to mix alternate material quotes with requested material quotes. Alternate material quoted must clearly be marked as an alternate and also contain any information of importance as related to properties or characteristics of alternate material.
	7. The pricing structure utilized by the Seller in developing the accepted prices will be applicable throughout the life of the final Agreement for original as well as any added line items. NNS would prefer a discount off of list pricing structure for any award. Pricing provided will be used to determine price reasonableness.
	8. Seller is responsible for reviewing pricing quoted before submitting to Buyer(s). In such cases where there are pricing irregularities, a Best and Final Offer will be requested to allow Seller to re-evaluate pricing submitted.
	9. In order to ensure that proposals are considered by the Buyer, the Seller must structure its proposal in strict accordance with this inquiry. Deviations may render the proposal non-responsive. **Any format changes made to the Bid Template must be changed back to the original for submittal.**
	10. Your quotation must include a statement signed by a person authorized to commit your company, stating that your quotation constitutes an offer to perform at the price proposed and that you are fully responsive to all the work and services in this RFQ. Any exceptions should be specifically set forth in a section of your quotation identified as Alternative Quote.
1. Schedule of Events

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| Activity | Scheduled Date |
| RFQ Posted | 06/09/17 |
| Suppliers submit questions | 06/16/17 |
| NNS responses to all bidders | 06/23/17 |
| Proposals Due  | 06/30/17 |
| Negotiations start | 07/14/17 |
| Anticipated award date | 07/21/17 |

 Sincerely:

 Carrie Clark

 Newport News Shipbuilding