



PROPOSAL KIT SAMPLE

Government Contract Product Sales Sample Proposal

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Information

XChrome Office Supplies
5500 Midway Drive
Topeka, KS 66701

(PH) 555-555-1200

(FX) 555-555-1201

XChromeOfficeSupplies.com

Authorized Federal Supply Schedule Price List

Description

XChrome Office Supplies carries hundreds of office supplies and furniture items. For your convenience, we've summarized a few of our broad categories here.

See our website at www.XChromeOfficeSupplies.com for our complete catalog.

Contract Number: GS-00A-1234X

GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Price List

Schedule Title/Number: 75 – Office Products / Supplies and Services and New Products / Technology

Schedule Items: See attached Awarded SINs page.

Business Name: XChrome Office Supplies

Address: 5500 Midway Drive
Topeka, KS 66701

Phone: 555-555-1200

Fax: 555-555-1201

Website: www.XChromeOfficeSupplies.com

Email: customerservice@XChromeOfficeSupplies.com

Contract Administrator: Suzanne B. Anthony

Company Description: Woman-Owned Office Supplies and Furnishings Business

Size of Business: Small Business

For ordering information (products, prices, terms and conditions, etc.), see www.xchromeofficesupplies.com

CAGE code: 3A123

Contract Number: GS-00A-1234X

Contract Period: 07/15/20XX – 07/15/20XX

Contract Effective Date (optional): 07/15/20XX

Price List Effective Date (optional): 07/15/20XX

DUNS #: 14-123-456





Customer Information

1a. Table of awarded special item number(s) (SINs) with appropriate cross-reference to page number(s): **See attached Awarded SINs page.**

1b. Lowest priced model for each SIN: **See attached Products page.**

1c. Hourly rates: **Not Applicable**

2. Maximum order: **\$150,000.00**

3. Minimum order: **\$500.00**

4. Geographic coverage (delivery area): **Contiguous 48 states via standard and express delivery; Alaska, Hawaii and Puerto Rico via special shipping arrangements.**

5. Point(s) of production (city, county, and state or foreign country): **Varies by product. See attached Products page.**

6. Discount from list prices or statement of net price: **See Specials on www.xchromeofficesupplies.com for sale prices.**

7. Quantity discounts: **Varies by product. See attached Products page.**

8. Prompt payment terms: **Net 30 days**

9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold: **Government purchase cards NOT accepted at or below the micropurchase level.**

9b. Notification that Government purchase cards are accepted or not accepted above the micropurchase threshold: **Government purchase cards accepted above the micropurchase level.**





Table of Awarded Special Item Numbers (SINs)

XChrome Office Supplies has been awarded a GSA contract for the following special item categories.

SIN 75-200 – Office Products

Pens, pencils, markers, xerographic paper, printer paper, fax paper, binders, tape, envelopes, ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes) optical disks, physical storage, security, protective and related ADP supplies, and toner cartridges.

SIN 711-2 - Worksurfaces, Workstations, Computer Furniture and Accessories

Worksurfaces, workstations, workstation modules, moveable workstations, data or task stations, PC workcenters, desks, credenzas, computer tables, printer stands, pedestals, enclosure systems for computer equipment, computer consoles and computer stackers. Related accessories such as: L-returns, bridge units, worksurface and table extensions, overhead storage modules and shelves, desk carrels, modesty panels, above the worksurface privacy screens, terminal tilt platforms, turntables, tackboards, vertical CPU holders or stands, keyboard or pencil/center drawers, casters, locks, monitor support units, wrist rest, grommets, wire management, data and electrical components.

SIN 711-20 - Display and Communication Boards, Wall Stations, and Accessories

Bulletin boards, changeable letter boards, marker boards, control boards, combination boards, presentation systems, sliding multi-boards, communication centers, wall stations, portable boards and kits. Wall-mounted boards are complete and ready for mounting, hardware included.

SIN 711-3 - Filing and Storage Cabinets, Shelves, Mobile Carts, Racks and Accessories

Vertical and lateral filing cabinets, multimedia storage cabinets, storage and shelving systems, wardrobes, overfiles, combination storage and wardrobe units, hybrid type storage units, open cabinet shells, open shelves, shelf files, bookcases, map and plan files, racks for hanging files or tape seals, mobile carts and dollies.

SIN 711-8 - Executive Office Furniture

Desks, reception stations, workstations in "L", "U" and other configurations which include units such as desks, desk attachments, bridge units, corner units, kneehole credenzas, and peninsulas. Freestanding credenzas, credenzas with attached overhead storage unit/hutch and file cabinets (lateral and vertical). Bookcases, computer support furniture such as printer stands and VDT tables, work and console tables.



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