

Effective 01/01/93 (rev)

## **RF998 INSTRUCTIONS TO OFFERORS**

The following instructions and/or information are provided to ensure identification and proper handling of your proposal by the Procurement Department.

1. Include the Invitation to Quote (ITQ) reference number on all correspondence relating to your proposal.
2. Make certain the name of your company is on the upper left-hand corner of the envelope provided with the ITQ.
3. Ensure your proposal is delivered to the address stated on the envelope provided with the ITQ ON OR BEFORE the date specified.
4. Response to offerors' requests for changes or clarifications to ITQ requirements may be given to all offerors equally by the buyer.
5. Erasures, white-outs, strike-overs, etc., appearing in your quotation must be initialed or otherwise addressed.
6. FAX quotations, approved by the buyer, must be addressed to:  
  
BID CONTROL DESK  
ITQ REFERENCE NUMBER  
(818) 586-3129
7. Bids/proposals/quotations received at the bid control desk after the bid due date shown on the ITQ (or as amended by buyer) may be returned to you unopened.