

I-FSS-644 DEALERS AND SUPPLIERS (OCT 1988)

When requested by the Contracting Officer, if other than the manufacturer, the offeror must submit prior to award of a contract, either (1) a letter of commitment from the manufacturer which will assure the offeror of a source of supply sufficient to satisfy the Government's requirements for the contract period, OR (2) evidence that the offeror will have an uninterrupted source of supply from which to satisfy the Government's requirements for the contract period.

NOTE: The following are the required components of an acceptable letter of supply/commitment:

1. Must be on manufacturer's letterhead and addressed to the offeror.
2. Must be dated within 90 days of the date the SF1449 was signed by the company (for offers) or the date of the modification request (for product additions under existing FSS contracts).
3. Must not have an expiration date.
4. Must be signed by an **officer** of the company.
5. Must reference the solicitation number (new offers) or contract number (for existing contracts).
6. Must contain the phrase that the manufacturer is willing to provide "a source of supply sufficient to satisfy the Government's requirements for the contract period".
7. Must contain the statement that end products are Trade Agreements Act (TAA) compliant.
8. Must specifically list each category of product and/or brand name(s) to which the letter applies.

NOTE: The following is a sample letter of supply/commitment:

[Date]

[Offeror Name]

[Offeror Point of Contact (POC)]

[Address]

[City, State, Zip code]

Re: Letter of Supply

Dear [Offeror POC]:

This Letter of Supply is in reference to the offer that [Offeror Name] submitted in response to Federal Supply Schedule [enter Solicitation Number if a new offer or contract number of an existing contract

In the event that [Offeror Name] is awarded a Multiple Award Schedule (MAS) contract under the aforementioned solicitation number, [Manufacturer Name] can assure an uninterrupted source of supply, with sufficient quantities of product, for the duration of the base contract period (or option period). **Attached is a list of each product category and/or brand name(s) to which this letter applies.**

[Manufacturer Name] understands that all products and services that are offered on MAS contracts must be compliant with the Trade Agreements Act (TAA) (19 U.S.C. 2501, *et seq.*) As such, all products supplied by [[Manufacturer Name] to [Offeror Name] will be TAA compliant. You will be notified immediately upon discovery of any changes in the Country of Origin of supplied products.

The person whose signature appears below is authorized to make the commitments noted above.

Sincerely,

[Name and title of Authorized Signatory] Must be an Officer of the company

Telephone Number of Authorized Signatory