5652.216-9004 , Procedures for Issuing Task/Delivery Orders under Single Award, Indefinite DeliveryIndefinite Quantity Contracts (2003) Section H

As prescribed in 5616.506(c) , insert the following clause, *Editable and Fill-ins*

(a) Soliciting *Task/Delivery* Order Proposals: When the Government has a requirement for *services/supplies* to be *performed/delivered* under this contract, the Contracting Officer will issue a request for *task/delivery* order proposal either *in writing/by telephone/ electronic* transmission. Each request will include, but not necessarily be limited to, the following:

(1) Request for proposal number and/or title;

(2) Contract Number;

(3) Statement of Work;

(4) Instructions to Offerors;

(5) Items to be delivered and delivery schedule/performance period; and

(6) A listing of Government furnished property to be provided to the Contractor, if required.

(b) Urgent Requirements: In the event of an urgent requirement, the Contractor shall provide a written proposal within the timeframe specified by the Contracting Officer in the specified format.

(c) Submission of Proposals: The Contractor's proposal must comply with the Instructions to Offerors included in the request for task order proposal. The Contractor shall have no more than *enter appropriate number of days* to submit their proposals, unless:

(1) A longer timeframe is specified in the request for task order proposal, or

(2) It is an urgent requirement.

Parent topic: Subpart 5652.2 - [RESERVED]