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Subpart 53.3 - Forms Used in Acquisitions

53.300 Listing of Standard, Optional, and Agency forms.

Parent topic: Federal Acquisition Regulation

53.000 Scope of part.

This part—

(a) Prescribes standard forms (SF’s) and references optional forms (OF’s) and agency-prescribed forms for use in *acquisition*; and

(b) Contains requirements and information generally applicable to the forms.

53.001 Definitions.

Exception, as used in this part, means an approved departure from the established design, content, printing specifications, or conditions for use of any standard form.

Subpart 53.1 - General

53.100 Scope of subpart.

This subpart contains requirements and information generally applicable to the forms prescribed in this regulation.

53.101 Requirements for use of forms.

The requirements for use of the forms prescribed or referenced in this part are contained in parts 1 through 52 , where the subject matter applicable to each form is addressed. The specific location of each requirement is identified in subpart 53.2 .

53.102 Current editions.

The form prescriptions in subpart 53.2 and the FAR forms located at https://www.gsa.gov/forms contain current edition dates. *Contracting officers shall* use the current editions unless otherwise authorized under this regulation.

53.103 Exceptions.

Agencies *shall* not-

(a) Alter a standard form prescribed by this regulation; or

(b) Use for the same purpose any form other than the standard form prescribed by this regulation without receiving in advance an *exception* to the form.

53.104 Overprinting.

Standard and optional forms (obtained as required by 53.107) *may* be overprinted with names, addresses, and other uniform entries that are consistent with the purpose of the form and that do not alter the form in any way. *Exception* approval for overprinting is not needed.

53.105 Computer generation.

(a) The forms prescribed by this part *may* be computer generated without *exception* approval (see 53.103), provided-

(1) There is no change to the name, content, or sequence of the data elements, and the form carries the Standard or Optional Form number and edition date (see 53.111); or

(2) The form is in an electronic format covered by the American National Standards Institute (ANSI) X12 Standards published by the Accredited Standards Committee X12 on *Electronic Data Interchange* or a format that can be translated into one of those standards.

(b) The standards listed in paragraph (a)(2) of this section *may* also be used for submission of data set forth in other parts for which specific forms have not been prescribed.

53.106 Special construction and printing.

Contracting offices may request *exceptions* (see 53.103) to standard forms for special *construction* and printing. Examples of common *exceptions* are as follows:

Standard Forms	Special *Construction* and Printing
(a) SF 18-	(1) With vertical lines omitted (for listing of *supplies* and services, unit, etc.);
	(2) As reproducible masters; and/or
	(3) In carbon interleaved pads or sets.
(b) SF's 26, 30, 33, 1447-	As die-cut stencils or reproducible masters.
(c) SF 44-	(1) With serial numbers and *contracting office* name and address; and/or
	(2) On special weight of paper and with the type of *construction*, number of sets per book, 2 and number of parts per set as specified by the *contracting officer*. (*Executive agencies may* supplement the administrative instructions on the inside front cover of the book.)

(d) SF 1442-	(1) As die-cut stencils or reproducible masters; and/or	
	(2) With additional wording as required by the *executive agency*. (However, the sequence and wording of the items appearing on the prescribed form *should* not be altered.	

53.107 Obtaining forms.

Executive agencies shall obtain standard and optional forms from the General Services Administration (GSA) Forms Library at https://www.gsa.gov/forms . Agency forms are available from the prescribing agency.

53.108 Recommendations concerning forms.

Users of this regulation *may* recommend new forms or the revision, elimination, or consolidation of the forms prescribed or referenced in this regulation. Recommendations from within an *executive agency shall* be submitted to the cognizant council in accordance with agency procedures. Recommendations from other than *executive agencies should* be submitted directly to the FAR Secretariat.

53.109 Forms prescribed by other regulations.

Certain forms referred to in subpart 53.2 are prescribed in other regulations and are specified by the FAR for use in *acquisition*. For each of these forms, the prescribing agency is identified by means of a parenthetical notation after the form number. For example, SF 1165 , which is prescribed by the Government Accountability Office (GAO), is identified as SF 1165 (GAO).

53.110 Continuation sheets.

Except as *may* be otherwise indicated in the FAR, all standard forms prescribed by the FAR *may* be continued on (a) plain paper of similar specification, or (b) specially constructed continuation sheets (*e.g.,* OF336). Continuation sheets *shall* be annotated in the upper right-hand corner with the reference number of the document being continued and the serial page number.

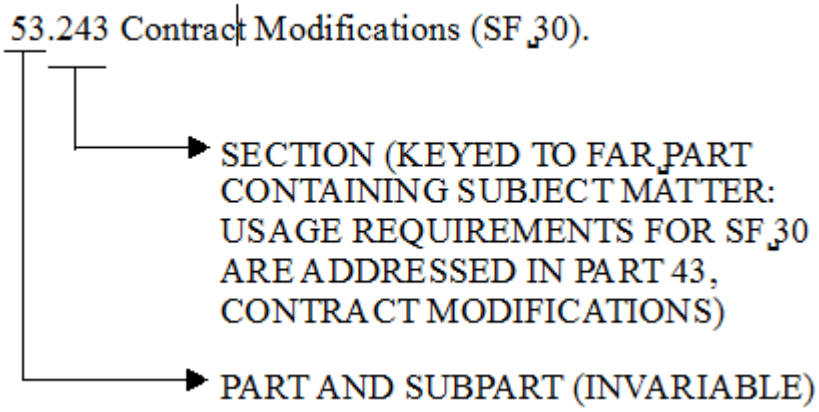
53.111 Contract clause.

Contracting officers shall insert the clause at 52.253-1 , Computer Generated Forms, in *solicitations* and contracts that require the contractor to submit data on Standard or Optional Forms prescribed by this regulation; and, unless prohibited by agency regulations, forms prescribed by agency supplements.

Subpart 53.2 - Prescription of Forms

53.200 Scope of subpart.

This subpart prescribes standard forms and references optional forms and agency-prescribed forms for use in *acquisition*. Consistent with the approach used in subpart 52.2, this subpart is arranged by subject matter, in the same order as, and keyed to, the parts of the FAR in which the form usage requirements are addressed. For example, forms addressed in FAR part 14, Sealed Bidding, are treated in this subpart in section 53.214, Sealed Bidding; forms addressed in FAR part 43, *Contract Modifications*, are treated in this subpart in section 53.243, *Contract modifications*. The following example illustrates how the subjects are keyed to the parts in which they are addressed:



53.201 Federal acquisition system.

53.201-1 Contracting authority and responsibilities (SF 1402).

SF 1402 (10/83), Certificate of Appointment. SF 1402 is prescribed for use in appointing *contracting officers*, as specified in 1.603-3 .

53.202 [Reserved]

53.203 [Reserved]

53.204 Administrative matters.

53.204-1 Safeguarding classified information within industry (DDForm254, DDForm441).

The following forms, which are prescribed by the Department of Defense, *shall* be used by DoD *components* and those nondefense agencies with which DoD has agreements to provide industrial security services for the National Industrial Security Program if contractor access to *classified information* is required, as specified in subpart 4.4 and the clause at 52.204-2:

(a) *DD Form 254(Department of Defense (DoD)), Contract Security Classification Specification*. (See 4.403(c)(1).)

(b) *DD Form 441(DoD), Security Agreement*. (See paragraph (b) of the clause at 52.204-2.)

53.204-2 [Reserved]

53.205 Publicizing contract actions.

53.205-1 Paid advertisements.

SF 1449 , prescribed in 53.212 , *shall* be used to place orders for paid advertisements as specified in 5.503 .

53.206 [Reserved]

53.207 [Reserved]

53.208 [Reserved]

53.209 Contractor qualifications.

53.209-1 Responsible prospective contractors.

The following forms are prescribed for use in conducting preaward surveys of prospective contractors, as specified in 9.106-1 , 9.106-2 , and 9.106-4 . These forms are authorized for local reproduction and can be found at the GSA Forms Library at https://www.gsa.gov/forms .

(a) *SF 1403 (Rev. 01/2014), Preaward Survey of Prospective Contractor (General)*.

(b) *SF 1404 (Rev. 01/2014), Preaward Survey of Prospective Contractor-Technical*.

(c) *SF 1405 (Rev. 01/2014), Preaward Survey of Prospective Contractor-Production*.

(d) *SF 1406 (Rev. 01/2014), Preaward Survey of Prospective Contractor-Quality Assurance*.

(e) *SF 1407 (Rev. 01/2014), Preaward Survey of Prospective Contractor-Financial Capability*.

(f) *SF 1408 (Rev. 01/2014), Preaward Survey of Prospective Contractor-Accounting System*.

53.210 [Reserved]

53.211 [Reserved]

53.212 Acquisition of commercial products and commercial services.

SF 1449 (Rev. Nov 2021), Solicitation/Contract/Order for Commercial Products and Commercial Services . SF 1449 is prescribed for use in *solicitations* and contracts for *commercial products* and *commercial services*. Agencies *may* prescribe additional detailed instructions for use of the form.

53.213 Simplified acquisition procedures (SF's 18, 30, 44, 1165, 1449, and OF's 336, 347, and 348).

The following forms are prescribed as stated in this section for use in *simplified acquisition procedures*, orders under existing contracts or agreements, and orders from required sources of *supplies* and services:

(a) *SF 18 (Rev.6/95), Request for Quotations, or SF 1449 (Rev. Nov 2021), Solicitation/Contract/Order for Commercial Products and Commercial Services.* SF 18 is prescribed for use in obtaining price, cost, delivery, and related information from suppliers as specified in 13.307(b). SF 1449, as prescribed in 53.212, or other agency forms/automated formats, *may* also be used to obtain price, cost, delivery, and related information from suppliers as specified in 13.307(b).

(b) *SF 30 (Rev.11/2016), Amendment of Solicitation/ Modification of Contract*. SF 30, prescribed in 53.243, *may* be used for modifying *purchase orders*, as specified in 13.307(c)(3).

(c) *SF 44 (Rev.10/83), Purchase Order Invoice Voucher*. SF 44 is prescribed for use in *simplified acquisition procedures*, as specified in 13.306.

(d) *SF 1165 (6/83Ed.), Receipt for Cash-Subvoucher*. SF 1165 (GAO) *may* be used for imprest fund purchases, as specified in 13.307(e).

(e) *OF 336 (4/86Ed.), Continuation Sheet*. OF 336, prescribed in 53.214(h), *may* be used as a continuation sheet in *solicitations*, as specified in 13.307(c)(1).

(f) SF 1449 *(Rev. Nov 2021) Solicitation/Contract/Order for Commercial Products and Commercial Services* prescribed in 53.212, OF 347 (Rev.2/2012), Order for *Supplies* or Services, and OF 348 (Rev.4/06), Order for *Supplies* or Services-Schedule Continuation. SF 1449, OF's 347 and 348 (or approved agency forms/automated formats) *may* be used as follows:

(1) To accomplish *acquisitions* under *simplified acquisition procedures*, as specified in 13.307.

(2) To establish blanket purchase agreements (BPA's), as specified in 13.303-2, and to make purchases under BPA's, as specified in 13.303-5.

(3) To issue orders under basic ordering agreements, as specified in 16.703(d)(2)(i).

(4) As otherwise specified in this chapter (*e.g.,* see 5.503(a)(2), 8.406-1, 36.701(b), and 51.102(e)(3)(ii)).

53.214 Sealed bidding.

The following forms are prescribed for use in *contracting* by sealed bidding (except for *construction* and *architect-engineer services*):

(a) *SF 26 (Rev. 12/2022), Award/Contract.* SF 26 is prescribed for use in awarding sealed bid contracts for *supplies* or services in which bids were obtained on SF 33, *Solicitation*, *Offer* and Award, as specified in 14.408-1(d)(1). Block 18 *may* only be used for sealed-bid *procurements*.

(b) *SF 30, Amendment of Solicitation/Modification of Contract*. SF 30, prescribed in 53.243, *shall* be used in amending invitations for bids, as specified in 14.208(a).

(c) *SF 33 (Rev. 12/2022), Solicitation, Offer and Award*. SF 33 is prescribed for use in soliciting bids for *supplies* or services and for awarding the contracts that result from the bids, as specified in 14.201-2(a)(1), unless award is accomplished by SF 26.

(d) *SF 1447 (Rev. 12/2022), Solicitation/Contract.* SF 1447 is prescribed for use in soliciting *supplies* or services and for awarding contracts that result from the bids. It *shall* be used when the simplified contract format is used (see 14.201-9) and *may* be used in place of the SF 26 or SF 33 with other *solicitations* and awards. Agencies *may* prescribe additional detailed instructions for use of the form.

(e) [Reserved]

(f) *SF 1409 (Rev. 9/88), Abstract of Offers, and SF 1410 (9/88), Abstract of Offers-Continuation*. SF 1409 and SF 1410 are prescribed for use in recording bids, as specified in 14.403(a).

(g) *OF 17 (Rev. 12/93), Offer Label*. OF 17 *may* be furnished with each invitation for bids to facilitate identification and handling of bids, as specified in 14.202-3(b).

(h) *OF 336 (Rev.3/86), Continuation Sheet*. OF 336 *may* be used as a continuation sheet in *solicitations*, as specified in 14.201-2(b).

53.215 Contracting by negotiation.

53.215-1 Solicitation and receipt of proposals.

The following forms are prescribed, as stated in the following paragraphs, for use in *contracting* by negotiation (except for *construction*, *architect-engineer services*, or *acquisitions* made using *simplified acquisition procedures*):

(a) *SF 26 (Rev.3/2013), Award/Contract.* SF 26, prescribed in 53.214(a), *may* be used in entering into negotiated contracts in which the *signature* of both parties on a single document is appropriate, as specified in 15.509. Block 18 *may* not be used for negotiated *procurements*.

(b) *SF 30 (Rev.11/2016), Amendment of Solicitation/Modification of Contract.* SF 30, prescribed in 53.243, *may* be used for amending requests for proposals and for amending requests for information, as specified in 15.210(b).

(c) *SF 33 (Rev.9/97), Solicitation, Offer and Award.* SF 33, prescribed in 53.214(c), *may* be used in connection with the *solicitation* and award of negotiated contracts. Award of such contracts *may* be

made by either OF 307, SF 33, or SF 26, as specified in 53.214(c) and 15.509.

(d) *OF 17 (Rev.12/93), Offer Label.* OF 17 *may* be furnished with each request for proposals to facilitate identification and handling of proposals, as specified in 15.210(c).

(e) *OF 307 (Rev.8/2016), Contract Award.* OF 307 *may* be used to award negotiated contracts as specified in 15.509.

(f) *OF 308 (Rev.9/97), Solicitation and Offer-Negotiated Acquisition.* OF 308 *may* be used to support *solicitation* of negotiated contracts as specified in 15.210(a). Award of such contracts *may* be made by OF 307, as specified in 15.509.

(g) *OF 309 (Rev.9/97), Amendment of Solicitation.* OF 309 *may* be used to amend *solicitations* of negotiated contracts, as specified in 15.210(b).

53.216 Types of contracts.

53.216-1 Delivery orders and orders under basic ordering agreements (OF 347).

OF 347 , Order for *Supplies* or Services. OF 347 , prescribed in 53.213 (f) (or an approved agency form), *may* be used to place orders under indefinite delivery contracts and basic ordering agreements, as specified in 16.703 (d)(2)(i).

53.217 [Reserved]

53.218 [Reserved]

53.219 Small business programs.

The following standard form is prescribed for use in reporting small business (including Alaska Native Corporations and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, *HUBZone* small business, small disadvantaged business (including Alaska Native Corporations and Indian tribes) and women-owned small business subcontracting data, as specified in part 19 : SF 294 , (Rev. Nov 2021) Subcontracting Report for Individual Contracts. SF 294 is authorized for local reproduction.

53.220 [Reserved]

53.221 [Reserved]

53.222 Application of labor laws to Government acquisitions (SF’s 308, 1413, 1444, 1445, 1446, WH-347).

The following forms are prescribed as stated below, for use in connection with the application of

labor laws:

(a) [Reserved]

(b) [Reserved]

(c) *SF 308 (DOL)*(Rev. 2/2013), Request for Wage Determination and Response to Request. (See 22.404-3(a) and (b).)

(d) [Reserved]

(e) *SF 1413 (Rev.4/2013), Statement and Acknowledgment*. SF 1413 is prescribed for use in obtaining contractor acknowledgment of inclusion of required clauses in subcontracts, as specified in 22.406-5.

(f) *Form SF 1444 (Rev.4/2013), Request for Authorization of Additional Classification and Rate*. (See 22.406-3(a) and 22.1019.)

(g) *SF 1445 (Rev.12/96), Labor Standards Interview*. (See 22.406-7(b).)

(h) *SF 1446 (Rev.4/2013.), Labor Standards Investigation Summary Sheet.* (See 22.406-8(d).)

(i) *Form WH-347 (DOL), Payroll (For Contractor's Optional Use)*. (See 22.406-6(a).)

53.223 [Reserved]

53.224 [Reserved]

53.225 [Reserved]

53.226 [Reserved]

53.227 [Reserved]

53.228 Bonds and insurance.

The following standard forms are prescribed for use for bond and *insurance* requirements, as specified in part 28 . These forms can be found at the GSA Forms Library at http://www.gsa.gov/forms . All the following forms are authorized for local reproduction, except for SF 25 B.

(a) *SF 24 (Rev. 8/2016) Bid Bond*. (See 28.106-1.)

(b) *SF 25 (Rev. 8/2016) Performance Bond*. (See 28.106-1(b).)

(c) *SF 25A (Rev. 8/2016) Payment Bond*. (See 28.106-1(c).)

(d) *SF 25B* (For Standard Forms 24, 25, and 25A). (Rev.10/1983), Continuation Sheet Forms 24, 25,

and 25A (See 28.106-1(c).)

(e) *SF 28 (Rev. Feb 2021) Affidavit of Individual Surety*. (See 28.106-1(e) and 28.203-1(b)(3).)

(f) *SF 34 (Rev. 8/2016), Annual Bid Bond*. (See 28.106-1(f).)

(g) *SF 35 (Rev. 8/2016), Annual Performance Bond*. (See 28.106-1.)

(h) *SF 273 (Rev. 4/2013) Reinsurance Agreement for a Bond statute Performance Bond*. (See 28.106-1(h) and 28.202(a)(4).)

(i) *SF 274 (Rev. 4/2013) Reinsurance Agreement for a Bond statute Payment Bond*. (See 28.106-1(i) and 28.202(a)(4).)

(j) *SF 275 (Rev. 10/98) Reinsurance Agreement in Favor of the United States*. (See 28.106-1(j) and 28.202(a)(4).)

(k) *SF 1414 (Rev. 10/93), Consent of Surety*.

(l) *SF 1415 (Rev. 7/93), Consent of Surety and Increase of Penalty*. (See 28.106-1(l).)

(m) *SF 1416 (Rev. 10/98) Payment Bond for Other than Construction Contracts*. (See 28.106-1(m).)

(n) *SF 1418 (Rev. 2/99) Performance Bond For Other Than Construction Contracts*. (See 28.106-1(n).)

(o) *OF 91 (1/90Ed.), Release of Personal Property from Escrow*. (See 28.106-1(o) and 28.203-3(a).)

53.229 Taxes (SF's 1094, 1094-A).

SF 1094 (Rev.12/96), U.S. Tax Exemption Form, and SF 1094A (Rev.12/96), Tax Exemption Forms Accountability Record. SF's 1094 and 1094A are prescribed for use in establishing exemption from State or local taxes, as specified in 29.302 (b).

53.230 [Reserved]

53.231 [Reserved]

53.232 Contract financing (SF 1443).

SF 1443 (Nov 2021), Contractor's Request for Progress Payment. SF 1443 is prescribed for use in obtaining contractors' requests for progress payments.

53.233 [Reserved]

53.234 [Reserved]

53.235 Research and development contracting (SF 298).

SF 298(2/89), Report Documentation Page. SF 298 is prescribed for use in submitting scientific and technical reports to *contracting officers* and to technical information libraries, as specified in 35.010 and ANSI Standard Z39.18.

53.236 Construction and architect-engineer contracts.

53.236-1 Construction.

The following forms are prescribed, as stated below, for use in *contracting* for *construction*, alteration, or repair, or dismantling, demolition, or removal of improvements.

(a) [Reserved]

(b) [Reserved]

(c) [Reserved]

(d) SF 1442 (Rev. 12/2022.), *Solicitation, Offer and Award (Construction, Alteration, or Repair)*. SF 1442 is prescribed for use in soliciting *offers* and awarding contracts expected to exceed the *simplified acquisition threshold* for-

(1) *Construction*, alteration, or repair; or

(2) Dismantling, demolition, or removal of improvements (and *may* be used for contracts within the *simplified acquisition threshold*), as specified in 36.701(a).

(e) *OF 347 (Rev.2/2012), Order for Supplies or Services*. OF 347, prescribed in 53.213(f) (or an approved agency form), *may* be used for contracts under the *simplified acquisition threshold* for-

(1) *Construction*, alteration, or repair; or

(2) Dismantling, demolition, or removal of improvements, as specified in 36.701(b).

(f) *OF 1419(11/88Ed.), Abstract of Offers-Construction, and OF 1419A (11/88Ed.), Abstract of Offers-Construction, Continuation Sheet*. OF's 1419 and 1419A are prescribed for use in recording bids (and *may* be used for recording proposal information), as specified in 36.701(c).

53.236-2 Architect-engineer services (SF's 252 and 330).

The following forms are prescribed for use in *contracting* for architect-engineer and related services:

(a) *SF 252 (Rev.10/23), Architect-Engineer Contract*. SF 252 is prescribed for use in awarding fixed-price contracts for *architect-engineer services*, as specified in 36.702(a).

(b) *SF 330 (Rev. Jul 2021), Architect-Engineer Qualifications* . SF 330 is prescribed for use in obtaining information from architect-engineer firms regarding their professional qualifications, as specified in 36.702(b)(1) and (b)(2).

53.237 [Reserved]

53.238 [Reserved]

53.239 [Reserved]

53.240 [Reserved]

53.241 [Reserved]

53.242 Contract administration.

53.242-1 Novation and change-of-name agreements (SF 30).

SF 30, Amendment of Solicitation/Modification of Contract. SF 30 , prescribed in 53.243 , *shall* be used in connection with novation and change of name agreements, as specified in 42.1203 (h).

53.243 Contract modifications (SF 30).

SF 30 (Rev.11/2016), Amendment of Solicitation/ Modification of Contract. SF 30 is prescribed for use in amending invitation for bids, as specified in 14.208 ; modifying purchase and *delivery orders*, as specified in 13.302-3 ; and modifying contracts, as specified in 42.1203(h), 43.301 , 49.602-5 , and elsewhere in this regulation. The form *may* also be used to amend *solicitations* for negotiated contracts, as specified in 15.210 (b). Pending the publication of a new edition of the form, Instruction (b), Item 3 (effective date), is revised in paragraphs (3) and (5) as follows:

(b) Item3 (effective date).

(3) For a modification issued as a confirming notice of termination for the convenience of the Government, the effective date of the confirming notice *shall* be the same as the effective date of the initial notice.

(5) For a modification confirming the termination *contracting officer*'s previous letter determination of the amount due in settlement of a contract *termination for convenience*, the effective date *shall* be the same as the effective date of the previous letter determination.

53.244 [Reserved]

53.245 Government property.

The following forms are prescribed, as specified in this section, for use in reporting, reutilization, and disposal of Government property and in accounting for this property:

(a) *SF 120 (GSA), Report of Excess Personal Property, and SF 120A (GSA), Continuation Sheet (Report of Excess Personal Property)*. (See 45.602-3 and 41 CFR 102-36.215.)

(b) *SF 126 (GSA), Report of Personal Property for Sale, and SF 126A (GSA), Report of Personal Property for Sale (Continuation Sheet)*. (See FPMR 101-45.303 (41 CFR101-45.303.))

(c) *SF 1423 (Rev.5/04), Inventory Verification Survey*. (See 45.602-1(b)(1).)

(d) *SF 1424 (Rev.5/2004), Inventory Disposal Report (See 45.605)*. SF 1424 is authorized for local reproduction.

(e) *SF 1428 (Rev.6/2007), Inventory Disposal Schedule, and SF 1429 (Rev.5/2004), Inventory Disposal Schedule-Continuation Sheet*. (See 45.602-1, 49.303-2, 52.245-1, and 53.249(b).) SF's 1428 and 1429 are authorized for local reproduction.

53.246 [Reserved]

53.247 Transportation (U.S. Commercial Bill of Lading).

The commercial bill of lading is the preferred document for the transportation of property, as specified in 47.101 .

53.248 [Reserved]

53.249 Termination of contracts.

(a) The following forms are prescribed for use in connection with the termination of contracts, as specified in subpart 49.6. These forms are available at the GSA Forms Library at https://www.gsa.gov/forms. These forms are authorized for local reproduction except for SF 1034.

(1) *SF 1034 (GAO), Public Voucher for Purchases and Services Other than Personal*. (See 49.302(a).)

(2) *SF 1435 (Rev. 03/2016), Settlement Proposal (Inventory Basis)*. (See 49.602-1(a).)

(3) *SF 1436 (Rev. 5/2004), Settlement Proposal (Total Cost Basis)*. (See 49.602-1(b).)

(4) *SF 1437 (Rev. 9/1997), Settlement Proposal for Cost-Reimbursement Type Contracts*. (See 49.602-1(c) and 49.302.)

(5) *SF 1438 (Rev. 5/2004), Settlement Proposal (Short Form)*. (See 49.602-1(d).)

(6) *SF 1439 (Rev. 7/1989), Schedule of Accounting Information*. (See 49.602-3.)

(7) *SF 1440 (Rev. 01/1995), Application for Partial Payment*. (See 49.602-4.)

(b) *SF 1428 (Rev. 6/2007), Inventory Disposal Schedule, and Standard Form 1429 (Rev. 1/2016), Inventory Disposal Schedule-Continuation Sheet, shall* be used to support termination settlement proposals listed in paragraph (a) of this section, as specified in 49.602-2. These forms are available at the GSA Forms Library at https://www.gsa.gov/forms.

53.250 [Reserved]

53.251 Contractor use of Government supply sources (OF 347).

OF 347, Order for Supplies or Services. OF 347 , prescribed in 53.213(f), *may* be used by contractors when requisitioning from the VA, as specified in 51.102 (e)(3)(ii).

Subpart 53.3 - Forms Used in Acquisitions

53.300 Listing of Standard, Optional, and Agency forms.

This subpart identifies, in numerical sequence, Standard Forms (SF), Optional Forms (OF) and agency forms that are specified by the FAR for use in *acquisitions*.

(a) You can access the forms in Table 53-1 at the GSA Forms Library at https://www.gsa.gov/forms.

Forms in the GSA Forms Library

Form Number	Title
SF 18	Request for Quotation
SF 24	Bid Bond
SF 25	Performance Bond
SF 25A	Payment Bond
SF 25B	Continuation Sheet for 24, 25, and 25A
SF 26	Award/Contract
SF 28	Affidavit of Individual *Surety*

Form Number	Title
SF 30	Amendment of *Solicitation*/Modification of Contract
SF 33	*Solicitation*, *Offer* and Award
SF 34	Annual Bid Bond
SF 35	Annual Performance Bond
SF 120	Report of *Excess Personal Property*
SF 120A	Continuation Sheet Report of *Excess Personal Property*
SF 126	Report of *Personal Property* for Sale
SF 126A	Report of *Personal Property* for Sale (Continuation Sheet).
SF 252	Architect-Engineer Contract
SF 273	Reinsurance Agreement for a Bonds Statute Performance Bond
SF 274	Reinsurance Agreement for a Bonds Statute Payment Bond
SF 275	Reinsurance Agreement in Favor of the *United States*
SF 294	Subcontracting Report for Individual Contracts
SF 298	Report Documentation Page
SF 308	Request For Wage Determination and Response to Request
SF 330	Architect-Engineer Qualifications
SF 1034	Public Voucher for Purchases and Services Other Than Personal
SF 1035	Public Voucher for Purchases and Services Other Than Personal
SF 1094	U.S. Tax Exemption Form

Form Number	Title
SF 1094A	U.S. Tax Exemption Form continuation sheet
SF 1165	Receipt for Cash-Subvoucher
SF 1402	Certificate of Appointment
SF 1403	*Preaward Survey* of Prospective Contractor
SF 1404	*Preaward Survey* of Prospective Contractor Technical
SF 1405	*Preaward Survey* of Prospective Contractor Production
SF 1406	*Preaward Survey* of Prospective Contractor Quality Assurance
SF 1407	*Preaward Survey* of Prospective Contractor Financial Capability
SF 1408	*Preaward Survey* of Prospective Contractor Accounting System
SF 1409	Abstract of *Offers*
SF 1410	Abstract of *Offers* Continuation
SF 1413	Statement and Acknowledgment)
SF 1414	Consent of *Surety*
SF 1415	Consent of *Surety* and Increase of Penalty
SF 1416	Payment Bond For Other Than *Construction* Contracts
SF 1418	Performance Bond for Other Than *Construction* Contracts
SF 1423	Inventory Verification Sheet
SF 1424	Inventory Disposal Report
SF 1427	Inventory Schedule A–Continuation Sheet)

Form Number	Title
SF 1428	Inventory Disposal Schedule)
SF 1429	Inventory Disposal Schedule–Continuation Sheet
SF 1435	Settlement Proposal (Inventory Basis)
SF 1436	Settlement Proposal (Total Cost Basis)
SF 1437	Settlement Proposal for Cost Reimbursement Type Contracts
SF 1438	Settlement Proposal (Short Form)
SF 1439	Schedule of Accounting Information
SF 1440	Application For Partial Payment
SF 1442	*Solicitation*, *Offer,* and Award
SF 1443	Contractor’s Request For Progress Payment
SF 1444	Request For Authorization of Additional Classification and Rate
SF 1445	Labor Standards Interview
SF 1446	Labor Standards Investigation Summary Sheet
SF 1447	*Solicitation*/Contract
SF 1449	*Solicitation*/Contract/Order for *Commercial Products* and *Commercial Services*.
OF 17	Notice To *Offeror*
OF 91	Release of *Personal Property* From Escrow
OF 307	Contract Award.

Form Number	Title
OF 308	*Solicitation* and *Offer*- Negotiated *Acquisition*
OF 309	Amendment of *Solicitation* (Negotiated *Procurements*).
OF 336	Continuation Sheet
OF 347	Order for *Supplies* or Services
OF 348	Order For *Supplies* or Services - Continuation
OF 1419	Abstract of *Offers - Construction*
OF 1419A	Abstract of *Offers-Construction* Continuation Sheet

(b) You can access the forms in Table 53-2 at the websites listed in the table.

Other Forms

Form Number	Title	URL
Form DD 254	Department of Defense Contract Security Classification Specification	https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0254.pdf
Form DD 441	Department of Defense Security Agreement	https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0441_2020.pdf
Form WH-347	Payroll–U.S. Department of Labor	https://www.dol.gov/whd/forms/wh347.pdf