14.201-2 Part I—The Schedule.

The *contracting officer shall* prepare the Schedule as follows:

(a) Section A, *Solicitation*/contract form.

(1) Prepare the invitation for bids on SF 33, unless otherwise permitted by this regulation. The SF 33 is the first page of the *solicitation* and includes Section A of the uniform contract format. When the SF 1447 is used as the *solicitation* document, the information in subdivisions (a)(2)(i) and (a)(2)(iv) of this subsection *shall* be inserted in block9 of the SF 1447.

(2) When the SF 33 or SF 1447 is not used, include the following on the first page of the invitation for bids:

(i) Name, address, and location of issuing activity, including room and building where bids *must* be submitted.

(ii) Invitation for bids number.

(iii) Date of issuance.

(iv) Time specified for receipt of bids.

(v) Number of pages.

(vi) Requisition or other purchase authority.

(vii) Requirement for bidder to provide its name and complete address, including street, city, county, state, and ZIP code.

(viii) A statement that bidders *should* include in the bid the address to which payment *should* be mailed, if that address is different from that of the bidder.

(b) *Section B, Supplies or services and prices*. Include a brief description of the *supplies* or services; *e.g.*, *line item number*, national stock number/part number if applicable, title or name identifying the *supplies* or services, and quantities (see part 11). The SF 33 and the SF 1447 *may* be supplemented as necessary by the OptionalForm336 (OF 336), Continuation Sheet.

(c) *Section C, Description/specifications*. Include any description or specifications needed in addition to Section B to permit *full and open competition* (see part 11).

(d) *Section D, Packaging and marking*. Provide packaging, packing, preservation, and marking requirements, if any.

(e) *Section E, Inspection and acceptance*. Include *inspection*, acceptance, quality assurance, and reliability requirements (see part 46, Quality Assurance).

(f) *Section F, Deliveries or performance*. Specify the requirements for time, place, and method of delivery or performance (see subpart 11.4, Delivery or Performance Schedules).

(g) *Section G, Contract administration data*. Include any required accounting and appropriation data

and any required contract administration information or instructions other than those on the *solicitation* form.

(h) *Section H, Special contract requirements*. Include a clear statement of any special contract requirements that are not included in Section I, *Contract clauses*, or in other sections of the uniform contract format.

Parent topic: 14.201 Preparation of invitations for bids.