



REQUEST FOR QUOTE NO. SM-015

FOR

ALIGO BSC ISI Vacuum Pod Catalog Parts

DATE OF ISSUANCE: March 3, 2010

**QUOTES TO BE RECEIVED BY CALTECH NO
LATER THAN**

DATE: March 17, 2010

TIME: 4:00 PM PACIFIC TIME (PT)

COMMUNICATIONS TO REFERENCE

RFQ NO. SM-015

Internal Req. # LIGO-C1000191-v4

Procurement ID No. SI-195i

Send completed copy of your Quote to the attention of:

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Department: LIGO PROJECT

Title: Senior Contracting Officer

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1. INTRODUCTION AND GENERAL INSTRUCTIONS

This solicitation is a request for information. This solicitation does not constitute a commitment, implied or otherwise, that Caltech will take procurement action in this particular matter.

The following provides background information and general instructions regarding preparation of your quote in response to this Request for Quote (RFQ).

1.1. LIGO – Information

The Laser Interferometer Gravitational-Wave Observatory (LIGO) is being built by the [California Institute of Technology \(Caltech\)](#) and the [Massachusetts Institute of Technology \(MIT\)](#). Funded by the [National Science Foundation](#), LIGO functions as a national resource for both physics and astrophysics. When it reaches maturity, the observatories will be open for use by the national community and will become part of a planned worldwide network of gravitational-wave observatories.

1.2. Overview

The Institute is seeking a qualified firm to provide the Catalog Parts Internal to the Seismometer Vacuum Pods for Advanced LIGO BSC-ISI.

1.3. Instructions

Quotes must be concise and in outline format.

- Electronic submissions are preferred and can be made to the email address on the cover page of this document.
- Printed submissions must be on 8 ½” x 11” paper and addressed to the Sub-contracts Administrator using the name and address on the cover page of this document.
- Each quote must be identified with RFQ No. appearing on the cover page.

1.4. Submittal Deadline

One (1) copy of your complete quote must be delivered no later than 4:00pm PT on the due date identified on the cover page of this document. All late quotations will be considered non-responsive and returned unopened to the vendor except under the following circumstances:

- i. When sent by U.S. Postal Service, and the postmark or receipt for registered or certified mail establishes the time of deposit with the postal service, and Caltech determines that the late receipt was due solely to delay in the mail for which the proposer was not responsible; or
- ii. When only one responsive, responsible quotation is received.

Any quote, portion of a quote or unrequited quote revision received at Caltech after the time and date specified for receipt of quotes is late. Any volume of a quote received after the time and date specified will cause the entire quote to be late. Caltech’s policy is not to consider revisions or supplementary information received after the time and date specified on the cover page, unless said revisions or supplements have been specifically requested by Caltech, and then only to the extent specified.

1.5. Reimbursement of RFQ Costs

No reimbursement shall be made by Caltech for any cost incurred in preparing a quote for or response to this request.

All responses shall be deemed to be the property of Caltech.

1.6. Offer or Authorized Representative

Responses should be signed by personnel authorized to bind your company to a contract and include the contact information of the person or persons assigned to conduct negotiations.

1.7. Caltech Authorized Representative

All inquiries concerning this request shall be in writing (electronic or hard copy) and shall be emailed (preferred method), mailed, or faxed to the contracting officer listed on the cover page of this document.

1.8. Interpretation and Addenda

During the quotation period, requests to clarify certain aspects of the RFQ package, or for additional information, must be in writing (electronic or hard copy) and addressed directly to the Contracting officer listed on the cover page of this document. Caltech's responses providing additional information or clarification will be sent to all prospective proposers. In addition, any Caltech-initiated changes to the governing documents in the RFQ package will be provided to all prospective proposers as addenda to the package. Caltech will not be responsible for explanations or interpretations of the package by any other means.

1.9. Quote Validity Time

It is requested that the quotes be valid for at least ninety (90) calendar days.

1.10. Terms and Conditions

Any purchase order contract awarded as a result of this solicitation shall be in accordance with the Caltech terms and conditions stated in the LIGO Commercial Items or Services Contract General Provisions ([C080185-v1](#)).

2. QUOTATION RESPONSES

Quotation responses should include the following:

- 2.1. Price:** A firm, fixed price is requested for the delivery of the vacuum pod catalog parts as defined in the statement of work (see section below).
- 2.2. Quality Control:** Deliver a QA/QC plan with the quote, or a quote for implementing a suitable QA/QC plan/system.
- 2.3. Schedule:** In accordance with Section 7.0 Delivery Schedule of the SOW, confirm the requested delivery dates or propose an alternate delivery schedule.
- 2.4. Exceptions:** Identify supplier exceptions to the Terms, Specifications or Drawings. A large number of exceptions or one or more significant exceptions may make your quote unacceptable for evaluation. You must provide a detailed explanation, including the rationale, for any exceptions you take. Offers who submit quotes with exceptions may be selected.

3. STATEMENT OF WORK

Reference Statement of Work (SOW), Catalog Parts Internal to the Seismometer Vacuum Pods for Advanced LIGO BSC-ISI, [C1000185-v2](#).

4. QUALITY ASSURANCE AND CONTROL

LIGO prefers to utilize the vendors existing QA/QC programs to the fullest extent possible consistent with the LIGO QA and QC requirements. All bidders are requested to submit a written description/plan of their existing QA/QC system with their proposal, as described in [C1000185-v2](#).

The bidder must also submit QA/QC plans for managing subcontractor work and materials.

In the event that a prospective contractor lacks an existing quality system, the contractor/vendor shall develop and implement a quality assurance program in compliance with requirements negotiated at contract/PO award.

5. SELECTION

- 5.1 The selection will be based on the lowest bid from a responsive and responsible bidder.
- 5.2 It is understood that not all part items specified in Section 5., Parts Required of the SOW may be available from a single supplier. The bidder may quote those part items that they can provide.