
Solicitations

Solicitation (FAR Part 2)

A solicitation is any request to submit offers or quotations to the Government.

- Solicitations under Simplified Acquisition Procedures are called Request for Quotations (RFQ).
- Solicitations under Sealed Bid procedures are called Invitations for Bids (IFB).
- Solicitations under competitive or Negotiated procedures are called Requests for Proposals (RFP).

"Offer" means a response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract. Responses to invitations for bids (sealed bidding) are called "bids" or "sealed bids," responses to requests for proposals (negotiation) are called "proposals."

Responses to requests for quotations (simplified acquisitions) are "quotations," not offers.

RFQ vs. RFP

RFQ or Request for Quotation is used in simplified acquisitions. A quotation is not an offer and, consequently, cannot be accepted by the Government to form a binding contract. Therefore, issuance by the Government of an order in response to a supplier's quotation does not establish a contract. The order is an offer by the Government to the supplier to buy certain supplies or services upon specified terms and conditions. A contract is established when the supplier accepts the offer.

Requests for proposals (RFPs) are used in negotiated acquisitions to communicate Government requirements to prospective contractors and to solicit proposals. RFPs for competitive acquisitions will, at a minimum, describe the

- (1) Government's requirement
- (2) anticipated terms and conditions that will apply to the contract
- (3) information required to be in the offeror's proposal, and
- (4) factors and significant subfactors that will be used to evaluate the proposal and their relative importance.

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