

Doing Business with GSA Global Supply

GSA Global Supply acquires a wide spectrum of products for civilian and military customers worldwide. While product responsibilities vary by center, there are some general policies and procedures that are common to all 3 centers. The notes below provide a brief outline of how potential suppliers can work with us to meet the needs of our customers. Note that GSA Global Supply offers both specialized National Stock Number (NSN) items as well as commercial (part-numbered) items that bear a manufacturer's part number.

So, how can you do business with us?

Our first choice for procurements is to look to holders of current Multiple Award Schedule (MAS) contracts. However, there are times where we must conduct an open market procurement. Here are some helpful hints on what to do:

- Watch the Federal Business Opportunities (www.fedbizopps.gov) site and GSA e-Buy for postings.
 - Unlike the Multiple Award Schedules, we have definitive open and close dates on our requests that vary due to our customers' requirements. Check these places periodically to make sure you are kept in the loop.
 - Read through the entire solicitation/Request for Quotes.
 - Provide all information requested.
 - Thoroughly read the item product description (IPD) and attached clauses.
 - Understand the terms and conditions of the solicitation.
 - Complete your quote package and submit it in accordance with the instructions in the solicitation/Request for Quotes.
- Make sure your products are loaded into *GSAAdvantage!*® and that your information is up-to-date.
 - We use the GSA online tools to conduct market research and perform some of our procurements. We can't find you if you aren't there.
 - Provide accurate descriptions.
 - Add pictures whenever possible.
- Start small.
 - You may want all the business you can handle, but test the waters first. GSA Global Supply had sales of approximately \$885 million in fiscal year 2014 and a large volume of business can overwhelm even experienced firms.



Global Supply®

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- Start with simplified acquisitions (procurements valued at \$150K or less) and open market buys before offering on contracts or Blanket Purchase Agreements. This affords you an opportunity to see the volume of orders, and lets you become familiar with rigorous inspection, marking, packing and packaging requirements defined in the clauses.
- Perform as offered. We want our relationship to succeed, so provide realistic delivery times and make sure you can deliver on what you propose.

In addition to following the helpful hints above, you will want to avoid some of the most common mistakes. Make sure you do the following:

- Quote on the correct unit of issue.
- Avoid mixing Schedule items and open market items in your proposal. Open market items have different procurement processes and require more information.
 - Provide manufacturer, part number and country of origin information when quoting on an open market item.
 - Clearly identify any open market items in your quote.
- Offer a realistic delivery time.
- Submit your information on time! Late offers may not be accepted.