

Ordering Guidelines

The Information Security Oversight Office (ISOO) issued Notice 2014-02; dated April 2, 2014, requiring federal agencies to purchase GSA Approved security containers using National Stock Numbers (NSNs) through 'GSA Global Supply'. As a result, agencies are prohibited from contracting directly with the vendors who manufacture these national security items. All orders must be submitted through GSA Global Supply via requisition.

Requisitioning from GSA:

GSA Global Supply offers products that meet the recurring needs of the federal government. Because GSA Global Supply has already procured the most in-demand products on your behalf, your order is a simple requisition between agencies. Your agency can place requisitions for NSN items with GSA Global Supply and be assured we will take all the necessary steps to ensure compliance with all applicable procurement regulations. Our mission is to make satisfying procurement mandates easy for you.

GSA Global Supply conducts competitive procurements to ensure compliance with the Federal Acquisition Regulation (FAR) and other relevant mandates before offering products to its customers. Customers can confidently place simple requisitions with GSA Global Supply for desired items without having to solicit comparison prices from multiple sources since procurement is completed and compliance guaranteed. For NSN items, Global Supply does all of the contracting for you so that it is truly a click-and-buy option for the customer and is the GSA wholesale program listed in FAR 8.002(a)(1)(v). Under this process, GSA issues the Purchase Order to the vendor and not the customer's contracting office.

Where do I obtain a price quote?

You may obtain your official GSA price quote on-line via GSA Global Supply at: www.gsaglobalsupply.gsa.gov or GSA Advantage at: <https://www.gsaadvantage.gov>. Just enter the NSN in the search bar field. The contractor field on GSA Advantage will indicate "GSA Global Supply". Prices and terms are the same.

Do I need to obtain 3 quotes if the purchase value is over the micro-purchase threshold if using my government purchase card (GPC)?

No. You are required to purchase the national security containers through GSA Global Supply procurement channel in accordance ISOO Notice 2014-02 (Procurement of Security Equipment). You may contact the GSA 'Approved' vendors who are listed on the Federal Qualified Products List (QPL), but they are only allowed to quote you the GSA published prices. Freight charges will vary by vendor. QPL Website: https://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock/Documents/FedSpecs.html

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How can I order from GSA Global Supply?

You can use GSA's automated systems for submitting MILSTRIP or FEDSTRIP requisitions. MILSTRIP/FEDSTRIP orders are routed electronically to GSA via the Defense Automatic Addressing System (DAAS). You may also place your order on-line via GSA Global Supply at: www.gsaglobalsupply.gsa.gov or GSA Advantage at: <https://www.gsaadvantage.gov>. Both sites function 24/7, enabling users to place orders from anywhere in the world, and offer electronic equivalents of traditional requisition forms DD 1348 or SF 344.

Can I submit an off-line (manual order)?

Yes, we are happy to accept off-line orders via MILSTRIP (DD Form 1348) or FEDSTRIP (Standard Form 344). Please submit your completed forms to GSA's Requisitioning Processing & Customer Center at: rpc@gsa.gov and copy the Security Container Team at: securitycontainers@gsa.gov. Payment will be processed against your Department of Defense Activity Address (DoDAAC) and/or Activity Address Code (AAC).

Payment:

GSA Global Supply accepts your GPC or direct billing through your AAC or DoDAAC. If your order is above your GPC limit you may be able to request a one-time purchase increase since these items are national security items available only through GSA Global Supply.

Shipping/Freight Charges:

GSA prices are FOB origin, prepay and add. Estimated shipping costs below:

- 1) Dock-to-dock shipping. Price ranges between \$150-\$250 (truck pulls up to the dock and the container can be rolled from the truck to the dock).
- 2) Lift gate shipping. If you do not have a dock and need a lift gate, price ranges between \$250-\$350 (the lift gate will get the container down from the truck to the ground).
- 3) Inside Delivery. Price ranges between \$400-\$1200 depending on the location, size of the container and number of stairs (when there's no elevator) involved.

*If you are overseas, then our vendor will ship to a CONUS DLA consolidated containerization point (CCP) and DLA will be responsible for getting it the rest of the way to you.

Special Requests:

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If you are requesting a specific manufacturer, expedited delivery or require a lift gate and/or inside delivery, please e-mail the Security Container general mailbox at: securitycontainers@gsa.gov. In your email reference your requisition number and state your special request. If you place your order on-line via GSA Advantage or GSA Global Supply, please forward a copy of your confirmation e-mail, to include your special request information.

How to Order Accessories:

Accessories are available for purchase directly from the original equipment manufacturer (OEM). Both the safe and accessories must come from the same manufacturer as accessories are manufacturer specific and not interchangeable with another OEM. After you have placed your safe order, send an e-mail to the Security Container general mailbox at: securitycontainers@gsa.gov. In your e-mail state you have ordered accessories from [list what vendor/OEM] so we can be sure to allocate your order to the same OEM.

Additional Contacts:

- Security Container General Mailbox: securitycontainers@gsa.gov
- DoD Lock Program Technical Support Hotline at: (800) 290-7607
- GSA's National Customer Service Center (NCSC):
ncscustomer.service@gsa.gov or call 1-800-488-3111