

Commonwealth of Pennsylvania
Invitation to Qualify For Fuels, Tank Wagon Delivery

PART II – BID REQUIREMENTS

Suppliers interested in doing business with the Commonwealth of Pennsylvania (COPA) through the Fuel, Tank Wagon ITQ Contract #4400011997, must develop and submit a proposal along with all additional required documentation through the www.pasupplierportal.state.pa.us website. The Commonwealth will evaluate the proposal and supporting documentation to determine whether the supplier meets the minimum eligibility requirements. Suppliers must complete and submit the documentation specified below for their bid to be considered complete and responsive.

A “How to Submit an ITQ Proposal” document is available in the “Document Library” at www.dgs.internet.state.pa.us/ITQ. Choose your ITQ from the drop down menu.

Suppliers interested in submitting a bid to become a Qualified Supplier must meet **all** of the following requirements. Failure to meet the below requirements may result in the supplier’s bid being rejected.

1. A supplier must submit/upload a completed State of Manufacturer Chart. The form to be completed can be found in the Document Library for this ITQ at www.dgs.internet.state.pa.us/ITQ
2. A supplier must submit/upload a completed “Designation of Fuel Types and Counties”. The form to be completed can be found in the Document Library for this ITQ at www.dgs.internet.state.pa.us/ITQ
3. Each liquid fuel supplier must submit/upload a letter on company letterhead with their Liquid Fuel Permit Number for their principal place of business as assigned by the Pennsylvania Department of Revenue, Bureau of Motor Fuel Taxes. A qualified supplier shall maintain their permit for the entire contract period.
4. A supplier must be determined as responsible by the Issuing Office. (Reference Section IV. Supply Terms and Conditions, “Contractor Responsibility Program and Provisions” Clause
5. A supplier must complete and upload the “COSTARS Program Election to Participate” Form”. It is titled “COSTARS Designation Template” and is located as part of the Additional Required Documentation, a step in developing your proposal.

To participate as a supplier to COSTARS members, each supplier is required to pay an administrative fee. The administrative fee is \$1500 (\$500 for DGS Self Certified Small Businesses). A complete explanation of the COSTARS program can be found in Section IV, Supply Terms and Conditions, "COSTARS Program" Clause.

Each supplier that meets these minimum qualifications will be awarded a contract. Award of a contract to a supplier is not a guarantee of business.