

## SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

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AUTHORITY: 40 U.S.C. 486(c); 22 U.S.C. 2658.

SOURCE: 53 FR 26167, July 11, 1988, unless otherwise noted.

#### Subpart 613.1—General

##### **613.103 Policy.**

##### **613.103-70 Acquisition by overseas posts.**

Overseas posts shall ensure that the terms and conditions prescribed in FAR Part 13 are added or incorporated by reference on the documents used for purchase orders from U.S. vendors.

[53 FR 26167, July 11, 1988, as amended at 59 FR 66757, Dec. 28, 1994; 60 FR 39662, Aug. 3, 1995]

#### Subpart 613.4—Imprest Fund

##### **613.403 Conditions for use.**

The Procurement Executive is the agency head's designee for the purposes of FAR 13.403(a).

[53 FR 26167, July 11, 1988. Redesignated and amended at 60 FR 39662, Aug. 3, 1995]

#### Subpart 613.5—Purchase Orders

##### **613.501 General.**

The contracting officer shall distribute copies of each purchase order in conformance with Subpart 604.2.

##### **613.505 Purchase order and related forms.**

##### **613.505-1 Optional Form (OF) 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule—Continuation.**

(a) The OF-347 and OF-348 shall be mandatory for use by domestic contracting activities for issuing purchase orders and delivery orders, unless ordering against another Federal agency contract which stipulates a different form (e.g., DD-1155, Order for Supplies or Services); or, unless the Procurement Executive has approved another form. The OF-347 may also be used as a voucher.

(b) In lieu of the OF-347 and OF-348, DOS overseas contracting activities may use the Optional Form (OF) 206, Purchase Order, Receiving Report and Voucher, and Optional Form 206A, Continuation Sheet (illustrated at 653.303-206 and 653.303-206A, respectively). When using the OF-206, contracting activities may use Optional Form (OF) 127, Receiving and Inspection Report (illustrated at 653.303-127), for that purpose.

[60 FR 39662, Aug. 3, 1995]

##### **613.505-70 File folders for simplified acquisitions, delivery orders, and blanket purchase agreements.**

Contracting officers shall use Forms DST-1918, Purchase Order File; DST-

**613.507**

1919, Delivery Order File; and, DST-1920, Blanket Purchase Agreement (BPA) File, to record relevant data and document those purchases, respectively.

[59 FR 66758, Dec. 28, 1994]

**613.507 Provisions and clauses.**

**613.507-70 DOSAR clauses.**

In addition to the FAR provisions and clauses required for or applicable to the particular acquisition, each DOS purchase order shall incorporate all DOSAR clauses required for or applicable to the acquisition. All such clauses shall be listed on a separate document and attached to each copy of the purchase order. The document shall be identified by the purchase order number and the name and address of the contracting activity. The DOSAR clauses may be incorporated without setting out full text.

[60 FR 39663, Aug. 3, 1995]

**Subpart 613.6-70—Government-wide Commercial Purchase Card Program**

**613.601-70 Policy.**

(a) *Scope.* This subsection sets forth policy for use of the Government purchase card when making small purchases.

(b) *Policy.* It is the Department's policy that:

(1) The purchase card shall be used in preference to other methods of procurement (particularly BPAs) for individual purchases up to \$2,500;

(2) The purchase card shall be issued primarily to personnel outside of the procurement office to purchase products and services up to \$2,500 quickly with a minimum of paperwork and without having to send an individual requisition to a procurement office; and,

(3) The purchase card may be used in procurement offices for purchases up to \$25,000.

(c) *Procedures.* Specific procedures for implementation shall be developed by each contracting activity that wishes to participate in the program. These

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procedures shall be approved by A/OPE prior to implementation.

[59 FR 66758, Dec. 28, 1994, as amended at 60 FR 39663, Aug. 3, 1995]

**PART 614—SEALED BIDDING**

**Subpart 614.2—Solicitation of Bids**

Sec.

614.201 Preparation of Invitation for Bids (IFB).

614.201-7 Contract clauses.

614.201-7 -70 DOSAR contract clauses.

**Subpart 614.4—Opening of Bids and Award of Contract**

614.402 Opening of Bids.

614.402-1 Unclassified bids.

614.402-70 Waiver of public opening of bids.

614.404 Rejection of bids.

614.404-1 Cancellation of invitations after opening.

614.406 Mistakes in bids.

614.406-3 Other mistakes disclosed before award.

614.406-4 Mistakes after award.

AUTHORITY: 40 U.S.C. 486(c); 22 U.S.C. 2658.

SOURCE: 53 FR 26168, July 11, 1988, unless otherwise noted.

**Subpart 614.2—Solicitation of Bids**

**614.201 Preparation of Invitation for Bids (IFB).**

**614.201-7 Contract clauses.**

**614.201-7-70 DOSAR contract clauses.**

(a) Use of English language solicitations and contracts is mandatory unless a deviation has been approved by the Procurement Executive in accordance with 601.470. If any part of a contract is not written in the English language, the contracting officer shall attach an accurate English language translation of such part to the original and each copy of the contract, unless the contracting officer determines such action is infeasible.

(b) When contracting by sealed bidding, the contracting officer shall insert the clause at 652.214-70, Notices, in all solicitations and contracts awarded or performed overseas.

(c) When contracting by sealed bidding, the contracting officer shall insert the provision at 652.214-71, Authorization to Perform, in all solicitations