

## **814.203**

item specified, the contracting officer must include the provision set forth in 852.214-72, Alternate items, in the invitation.

(3) In addition to the provision referenced in paragraph (b)(1) or (2) of this section, the contracting officer must include the provision set forth in 852.214-73, Alternate packaging and packing, in the invitation when bids will be allowed on different packaging, unit designation, etc.

(c) When the contracting officer determines that samples are necessary to the proper awarding of a contract, the contracting officer must include the provision set forth in 852.214-74, Bid samples, in the solicitation, along with the provision in FAR 52.214-20, Bid samples.

### **814.203 Methods of soliciting bids.**

#### **814.203-1 Transmittal to prospective bidders.**

The contracting officer should include either a bid envelope or OF 17, Sealed Bid Label, with each invitation for bids furnished by mail or hand delivered to prospective bidders.

#### **814.204 Records of invitations for bids and records of bids.**

(a) The issuing office must establish and maintain a single register on a fiscal year basis for all solicitations. For each invitation to bid or request for proposal, the register must include the following:

- (1) Bid or proposal number.
- (2) Date of issue.
- (3) Date of opening.
- (4) Commodity or service involved.
- (5) Disposition (i.e., contract number or purchase order number or, when applicable, no award).

(b) Maintenance of the contract file prescribed by Part 804 and retention of canceled Invitation for Bid files will fulfill the requirements set forth in FAR 14.204(b).

#### **814.208 Amendment of invitation for bids.**

The contracting officer must send amendments to holders of drawings and specifications by certified mail, return receipt requested, or any other method that provides evidence of receipt. The contracting officer may send amend-

## **48 CFR Ch. 8 (10-1-10 Edition)**

ments by telegram, facsimile, or other method of rapid delivery that provides evidence of receipt, if time does not permit mailing.

### **Subpart 814.3—Submission of Bids**

#### **814.301 Responsiveness of bids.**

Where a contracting officer cannot administratively determine, in accordance with FAR 14.301, the timeliness of the submission of a bid, modification, or withdrawal, the contracting officer must submit the matter through the DSPE to the Comptroller General for a decision. The submission must include copies of all pertinent papers.

#### **814.302 Bid submission.**

A bid hand-carried by the bidder or his agent will be considered late unless delivered to the addressee designated in the bid invitation before the time set for opening.

#### **814.304 Submission, modification, and withdrawal of bids.**

(a) A notification to late bidders must specify the final date by which VA must receive evidence. This date must be within the time allowed by the apparent low bidder for acceptance of the low bidder's bid.

(b) All bids received by mail or delivered in person by the bidder (or telegram where authorized) must be time and date stamped immediately upon receipt at the VA facility mail room and in the office of the addressee designated in the invitation.

### **Subpart 814.4—Opening of Bids and Award of Contract**

#### **814.401 Receipt and safeguarding of bids.**

The contracting officer is designated as the official to open bids for identification, as provided in FAR 14.401.

#### **814.402 Opening of bids.**

(a) The contracting officer must serve as, or designate, a bid opening officer, and must also designate a recorder.

(b) If a bid bond is required, the bid opening officer must read aloud the form and amount of bid security and