

**INSTRUCTIONS
REQUEST FOR PROPOSAL
RFP NO. 008-03
Exhibit B**

1. The EP08 RFP is located at the top of the list of documents; the EP08 Bid file is located toward the middle of the list. Clicking once on the document name will open it.
2. Right click on the EP08 RFP link to save it to your hard drive. Select 'Save Target As' (this enables you to save the document directly from the website) and save it to your desktop, or wherever is most convenient.
3. Bring back up the website and right-click on the EP08 Bid File. Save this file to your desktop also. It will save as an .xls file. When you open the saved Bid File, simply format the columns to accommodate the information contained in them.
4. The spreadsheet is sorted by item number. You may sort the spreadsheet as needed. The columns include, but are not limited to the following:

Item Number	Part Number	Forecast Qty	Rev
Description	Site Code	OEM CAGE Code (or Disti Code)	
Bid Price	Min Qty Multi	Lead Time	NOT USED BY
BAE SYSTEMS. SUPPLIER USE ONLY			
Insp Supplier*			

***Insp Supplier** – this is where a distributor identifies the CAGE Code of the OEM being quoted.

5. Please note that columns have been added for pricing of “adders”. We ask that you select the adder type, enter pricing and the frequency code for that adder.
6. **Please do not modify the bid file in any way.** This includes adding or deleting columns. You may delete any line items that you are not bidding on to reduce the file to a more manageable size. **Important: You must include the Item Number, and correct CAGE Code for the part(s) you are bidding on.** (If your company name has changed or the CAGE Code we have on file for you is not correct, please notify us immediately)
7. Upon completion of data input, simply save as an “.xls” file and submit bid via email attachment to john.p.powell@baesystems.com on or before the due date.