

**LETTER OF SUPPLY**

**SIGNATURES:** This Letter of Supply is submitted by -

**Supplier Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

ram Date

ramdash

surya import and export

**Vendor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

surya Date

hello world

Prime vendor

**Brand or Manufacturer of Supplied Products:**

addidas

**\*\*\*\*\*\*\*\*\*\***

Prime vendor

surya

sfg

Re: Letter of Supply

Dear surya,

This Letter of Supply is in reference to:

**\_\_X\_[NEW]\_X\_\_\_** The offer that Prime vendor submitted in response to General Services Administration’s Multiple Award Schedule (MAS) Solicitation Number 47QSMD20R0001

**\_\_\_\_[UPDATE]\_\_\_\_** Prime vendor‘s MAS Contract Number 12343

**LETTER OF SUPPLY:** surya import and export agrees that it will supply Prime vendor with sufficient quantities of the offered products to meet the Federal Government’s needs for the duration of the MAS contract period and any extensions thereof, provided that Prime vendor remains in good standing with surya import and export and that surya import and export is permitted to sell such products to Prime vendor under surya import and export’s agreements with its vendors.

Prime vendor is responsible for maintaining a current Letter of Supply with surya import and export for the duration of the MAS contract period and any extensions thereof, either directly with the manufacturer or through an authorized partner.

**COMMERCIAL PRODUCT CERTIFICATION:**  surya import and export certifies that all offered products meet the Federal Acquisition Regulation (FAR) 2.101 definition of “commercial item.”

**TRADE AGREEMENTS CERTIFICATE:** surya import and export understands that all products offered on Prime vendor’s MAS contract must be compliant with the Trade Agreements Act (TAA) (19 U.S.C. § 2501, et seq.) and FAR clause 52.225-5 Trade Agreements. Further, while surya import and export understands that responsibility for TAA compliance and Country Of Origin accuracy resides with Prime vendor, surya import and export agrees to work and cooperate with Prime vendor to support Prime vendor’s TAA compliance for products offered on its MAS contract and to provide Country of Origin information.

**PROHIBITED PRODUCTS AND SERVICES:**  surya import and export understands that all products offered on Prime vendor’s MAS contract must be compliant with FAR clauses 52.204-23 Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities and 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. Further, while surya import and export understands that responsibility for ensuring the exclusion of covered articles and covered telecommunication equipment and services resides with Prime vendor, surya import and export agrees to provide timely, complete, and accurate information to Prime vendor so that non-compliant products are not offered on Prime vendor’s MAS contract.

**COMPREHENSIVE PROCUREMENT GUIDELINE (CPG) PROGRAM AND ENVIRONMENTAL ATTRIBUTES:** surya import and export understands that if it certifies to Prime vendor that an offered product meets or exceeds the minimum content levels established under the CPG program[[1]](#footnote-1) then, in order for Prime vendor to display the appropriate environmental attributes for the product, Prime vendor must retain proof in the form of a copy of the certification from the manufacturer, a copy of the environmental organization’s certification, or be able to obtain such proof from surya import and export on request. A document showing the percentage of the recovered materials and/or post-consumer materials in the offered product must also be retained by Prime vendor or be available from surya import and export to Prime vendor upon request. Accordingly, Prime vendor and surya import and export will mutually agree on a process to facilitate Prime vendor’s compliance with CPG program obligations under the MAS contract.

Further, surya import and export understands that Prime vendor is required to identify products with certain environmental attributes in its offer and MAS contract. This includes products that:

* Meet or exceed the recommended recovered and post-consumer material content levels for products designated under the Environmental Protection Agency’s (EPA) [CPG program](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program);
* Are energy-efficient, meaning the product -

1. Meets Department of Energy (DOE) and EPA criteria for use of the [ENERGY STAR®](https://www.energystar.gov/) trademark label, or
2. Is in the upper 25 percent of efficiency for all similar products as designated by DOE’s [Federal Energy Management Program](https://www.energy.gov/eere/femp/federal-energy-management-program);

* Are water-efficient (e.g., WaterSense certified products);
* Are remanufactured; or
* Have other environmental attributes[[2]](#footnote-2).

Prime vendor, in identifying a product with an environmental attribute, must possess evidence or rely on a reasonable basis to substantiate the claim (see 16 CFR part 260, Guides for the Use of Environmental Marketing Claims). The government will accept a vendor’s claim of a product’s environmental attribute on the basis of -

1. Participation in a federal agency-sponsored program (e.g., the ENERGY STAR® product labeling program);
2. Verification by an independent organization that specializes in certifying such claims; or
3. Possession of competent and reliable evidence[[3]](#footnote-3).

Prime vendor must retain proof in the form of a copy of the certification from the manufacturer, a copy of the environmental organization’s certification, or be able to obtain such proof from surya import and export on request. surya import and export understands that if no proof of the environmental attributes identified being claimed is provided, the Prime vendor will not be allowed to display the applicable environmental attribute icon in GSA Advantage!. Accordingly, Prime vendor and surya import and export will mutually agree on a process to facilitate Prime vendor’s compliance with these obligations under the MAS contract.

**SPECIFIC CATEGORY AND OFFERING REQUIREMENTS:** The specific category and offering requirements marked with an “**X**” below are hereby incorporated into to this Letter of Supply:

**\_X\_[IT]\_X\_** 1. **INFORMATION TECHNOLOGY CATEGORY - All Products** **:** Prime vendor understands that used and refurbished products are prohibited for all products offered under the Information Technology category.

**\_\_[OFFICE]\_\_** 2. **OFFICE MANAGEMENT CATEGORY - Ink and Toner Products**

**:** surya import and export will provide Country of Origin information or otherwise make the information available to Prime vendor andwill update such information and make it available to Prime vendor on a quarterly basis. Country of Origin and TAA information provided by surya import and export is based on information provided by product manufacturers and other third parties.

Prime vendor understands that this Letter of Supply is not transferable to any partner, Authorized Participating Dealer (APD), subcontractor, or teamed organization.

Prime vendor understands that:

1. Manufacturers listed on the [Business Solutions Association (BSA)](https://www.businesssolutionsassociation.com/authorizeddealers) website are part of the Dealer Authorization Program.
2. Prime vendor must be authorized by the above-listed manufacturers to offer those manufacturers’ imaging supplies (ink or toner cartridges) on its MAS contract.
3. Prime vendor’s Dealer Authorization status may change at any time, and any such changes may be reported by the manufacturer directly to GSA. Should the manufacturer deem Prime vendor as no longer meeting the Original Equipment Manufacturer’s (OEM’s) authorization/partner program and/or policy requirements, Prime vendor’s authorization to resell said product will cease immediately, and Prime vendor must take action to remove those products from its MAS contract and GSA Advantage! listing within 48 hours. Prime vendor may contact the manufacturer directly for information regarding its Dealer Authorization status.
4. A roster of wholesale agents and dealers segregated by manufacturer can be found on the BSA website. Prime vendor may also inquire with the manufacturer for information regarding its authorization status.

1. The Environmental Protection Agency (EPA) maintains a list of EPA-designated products in their Comprehensive Procurement Guidelines (CPGs) to provide federal agencies purchasing recommendations on specific products in several Recovered Materials Advisory Notices (RMANs). Each RMAN contains recommended recovered and post-consumer material content levels for the specific products designated by EPA (40 CFR part 247 and EO 13834: Efficient Federal Operations). Visit the [CPG website](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program) to view the current list of products that must comply with CPGs. Also, CPG supporting documents and background information (such as RMANs) can be found [here](https://www.epa.gov/smm/regulatory-background-comprehensive-procurement-guideline-program-cpg). [↑](#footnote-ref-1)
2. Other environmental attributes refer to product characteristics that provide environmental benefits, excluding recovered materials and energy and water efficiency. Vendors are required to identify United States Department of Agriculture (USDA) biobased or BioPreferred products; Electronic Product Environmental Assessment Tool (EPEAT) registered products; low Volatile Organic Compound (VOC) products; Safer Choice labeled products; products that contain Significant New Alternative Policy (SNAP) chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons; and products that meet or exceed specifications, standards, or labels recommended by EPA through the Environmentally Preferable Purchasing Program. Visit the [GSA Vendor Support Center](https://vsc.gsa.gov/green/envAppliesProd.cfm) for more information. [↑](#footnote-ref-2)
3. For any test, analysis, research, study, or other evidence to be “competent and reliable,” it must have been conducted and evaluated in an objective manner by persons qualified to do so, using procedures generally accepted in the profession to yield accurate and reliable results. [↑](#footnote-ref-3)