



## **BSM-DIBBS User Guide**



**Version 1.0**  
**06/21/2004**

### **DIBBS**

The DLA-BSM Internet Bid Board System (DIBBS) is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for items of supply included in the DLA Business System Modernization (BSM) Program. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to BSM.

### **Welcome**

For questions on registration, please go to Registration Guidelines.

If you are new to DIBBS or have questions, you may wish to review our "Frequently Asked Questions" which highlights questions with the DIBBS system such as registering, log in, searching and quoting.

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# 1. Registration

## 1.1. Registration Guidelines

### Central Contractor Registration (CCR) Data

DIBBS will pre-fill certain registration information (company name; business address; DUNS number; CCR registration point of contact (POC); contact telephone number; and, contact email/fax address) from the CCR the first time a representative for a CAGE starts the DIBBS registration process. The information cannot be changed on DIBBS, but will be updated periodically from the CCR.

### Registration for current DSCC Internet Bid Board System Suppliers

If a supplier's CAGE is already registered on the DSCC Internet Bid Board System by April 9, 2004, their registration information, including passwords, will be transferred to DLA DIBBS.

In order to activate the DLA DIBBS account, the supplier's Super User will need to go to <https://www.dibbs.bsm.dla.mil/> after April 19, 2004. They must log in to DLA DIBBS using their DSCC Internet Bid Board System's logon and password. Once in the system, the Super User should follow the instructions on the welcome page to update their vendor account(s). The Super User may be prompted to update their password before going to the welcome page if their current password does not meet DLA DIBBS security requirements.

Vendor account features that are not on the current DSCC Internet Bid Board System and will need to be updated include:

- a. Additional small business representation fill-ins
- b. Alternate Disputes Resolution (ADR) fill-in
- c. Quote defaults for "quote valid days" and "discount terms"
- d. Email addresses for solicitation and award notification

If a supplier's DSCC Internet Bid Board System Super User has left the company without a back up, the supplier will need to contact the DLA DIBBS help desk at [DibbsBSM@dla.mil](mailto:DibbsBSM@dla.mil) and request that their account be deleted. This must be accomplished before they can complete a new registration on DLA DIBBS.

### Registration for all other suppliers

If a supplier's CAGE is not registered on the DSCC Internet Bid Board System by April 9, 2004, they will need to go to <https://www.dibbs.bsm.dla.mil/> after April 19, 2004, and complete a new registration for DLA DIBBS.

Registration is required to receive a login account and password to conduct transactions over the restricted portions of DLA DIBBS (e.g., submitting electronic quotes on RFQs; updating Subsistence BPAs), and to register email addresses for solicitation and award notification on BSM items.

Detailed system requirements and instructions for registration can be found on the DLA DIBBS Home Page accessed on <https://www.dibbs.bsm.dla.mil/>. A few highlights of the information that will be found include:

- a. On the DLA DIBBS Home Page, click the VENDOR REGISTRATION link to begin the registration process.
- b. In order to register for access to secure portions of DLA DIBBS, the company you are representing must already be registered in the Central Contractor Registration (CCR) system. If you are a foreign company doing business outside the United States, or otherwise fall within the exceptions to CCR registration, please send an email to [DibbsBSM@dla.mil](mailto:DibbsBSM@dla.mil) requesting off-line registration.

- c. A CAGE's registration will be processed immediately. A User ID will appear on the registration screen and a password will be sent separately to the email address of the Super User. If a CAGE is already registered on DLA DIBBS, the name and email address of the Super User will be provided. The Super User should be contacted to set-up additional accounts, logons and passwords for their CAGE.

### **DIBBS Super User**

- If your CAGE has already been registered on DIBBS, the name and email address of the person designated as your super user will be provided.
- The representative who starts the DIBBS registration process has the option to accept their CCR registration POC as the DIBBS super user, or they can designate themselves or another person to act as the super user for the CAGE.
- The super user acts as the account administrator for a CAGE. They can add up to ninety-eight (98) additional users, provide user IDs and passwords, modify existing users, and control the login status of each user for their CAGES through My Account (Account Maintenance):

#### ***DIBBS Super User Options***

- a. Change Your Password
- b. Vendor Profile: Update your company's representations and certifications, DIBBS defaults, email accounts and other business information.
- c. User(s) Account Profile: Add/Delete users; modify user accounts; and change passwords.

### **Submission of Representations and Certifications**

DIBBS on-line registration requires the submission of default representations and certifications that are not part of DLA's special CCR download (Taxpayer Identification, Corporate Status, Previous Contracts and Compliance Reports; Business Type, Affirmative Action Compliance). This default data may be changed on individual quotes; however, the super user is the only person authorized to change the defaults themselves through My Account (account maintenance).

### **Email Addresses**

An email address for Vendor Notifications of Awards and Solicitations is also required by DIBBS on-line registration. A primary email address is required while an alternate email address is optional but encouraged.

The super user is, once again, the only person authorized to change/update this information. It is **very important** that the super user maintains and updates this information as needed to keep it current, complete, and accurate (even if their company never submits quotes on DIBBS), as DLA will be using the email to provide notice of solicitations.

### **OPTIONAL "Vendor Directed Solicitation Notification" Feature**

DLA DIBBS registration contains an optional "Vendor Directed Solicitation Notification" feature. This allows the Super User to direct email notification of new solicitations that match selections for FSC, NSN, and Approved Manufacturer CAGE in their profile.

### **Processing the Registration**

A CAGE's initial registration will be processed immediately. A user ID will appear on the registration screen and a password will be sent separately to the email address of the super user. Again, if a CAGE is already registered on DIBBS, the name and email address of the super user will be provided. The super user should be contacted to set-up additional accounts, logins and passwords for their CAGE.

### **Manufacturers Representatives/Agents**

If you wish to add a new contractor to your "quote for" account you must submit a copy of a letter or agreement authorizing you to quote on their behalf, signed by the principal/contractor granting

the authorization to DibbsBSM@dla.mil (email) or 614-692-4612 (facsimile).

### User ID and Passwords

User IDs and passwords are case sensitive. The first time a user logs on to DIBBS they will be prompted to select a new password.

### Password Format

- Your password must contain at least one character from each of the 4 classes listed in the chart below:
- At a minimum your password must be at least 8 characters long. For stronger security, choose longer passwords with characters from all four classes
- Your password may not contain your email name or any part of your full name.
- Your new passwords should never be the same as any of your last three passwords.
- Your password should not be a "common" word (for example, it should not be a word in the dictionary or slang in common use). Your password should not contain words from any language, because numerous password-cracking programs exist that can run through millions of possible word combinations in seconds.
- A complex password that cannot be broken is useless if you cannot remember it.
- For security to function, you must choose a password you can remember and yet is complex. For example, Msi5!YOld (My Son is 5 years old) or lhliCf5#yN (I have lived in California for 5 years now).

Description	Examples
a. English Upper Case Letters	ABCDEFGHIJKLMNOPQRSTUVWXYZ
b. English Lower Case Letters	abcdefghijklmnopqrstuvwxyz
c. Westernized Arabic Numerals	0123456789
d. Non-alphanumeric ("special characters")	~!@#\$%^()+-=[]{} ;:./<>?_*&%

### Logging In/Logging Out

- All transactions conducted over the secure portion of DIBBS are encrypted and authenticated using a VeriSign Digital ID and secure socket layer (SSL) technology.
- Once you are logged in, a padlock icon will appear in the upper right corner of the screen stating that you are "Logged On." If the secure connection is broken, the padlock icon will appear unlocked with a statement "Logged Off."
- DIBBS will time out after 15 minutes of no activity on a secure page and return you to the login screen.
- Logging out and closing your browser minimizes the risk of unauthorized access by removing all DIBBS identification information from your machine.

### Lost User ID or Password

**Passwords are case sensitive.** DLA will not provide password information over the phone. If a user loses or forgets his/her User ID or password, he/she can have them sent to his/her email address of record through the "Forgot Your Password" link on the Registered User Log-In screen. If you have forgotten your password **AND** your email address has changed, contact the BSM DIBBS Help Team at DibbsBSM@dla.mil. Your registration will have to be deleted and you will need to re-register on DIBBS in order to quote.

If you think that your account has been compromised, email DibbsBSM@dla.mil immediately.

In no event will DLA be liable for the unauthorized use or misuse of your User ID and password.

### My Account (Account Maintenance)

**You must be "logged in" to access this feature.**

A super user acts as the account administrator for their CAGE. Once logged in, they can add new accounts, modify accounts, change passwords for all users and update the vendor profile

associated with the CAGE. Other users can only change their own user profile and/or password. Super users also have the power to delete any user account for the CAGE, except their own.

## 1.2. DIBBS Registration Help

Below are fields on the DIBBS vendor registration form.

### Enter Your DIBBS Account Administrator / Super User

#### 1.2.1. Name

**Instructions:** Enter full name for person which shall control the account

**Default:** From CCR

**Validation:** None

#### 1.2.2. Phone Number

**Instructions:** Enter phone number for person which shall control the account.

**Default:** From CCR

**Validation:** Must be digits format (999) 999-9999

#### 1.2.3. FAX Number

**Instructions:** Enter (optional )FAX number for person which shall control the account.

**Default:** From CCR

**Validation:** If entered, must be digits format (999) 999-9999

#### 1.2.4. Registration: E-Mail

**Instructions:** Enter email address for person which shall control the account.

**Default:** From CCR

**Validation:** Must be a valid formatted email xxxx.zzzz@abc.def

### Default Contractor Representations

#### 1.2.5. Taxpayer Identification Number (TIN)

**Instructions:** As prescribed by FAR 52.204-3 and FAR 52.212-3(b) (Commercial Items):

1. Enter TIN, or select status from picklist of choices;
2. Select **type of organization** from picklist of choices;
3. If quoter is owned or controlled by a common parent, enter common parent name and TIN (select NA if not applicable).

**Default:** None

**Validation:**

- TIN must be nine-position numeric
- If TIN is blank, **TIN Status** must be completed.
- Type of Organization must be selected
- Common Parent Name and Common Parent TIN must be entered, or NA

#### 1.2.6. Small Business Program Representations

**Instructions:** As prescribed by FAR 52.219-1 and FAR 52.212-3(b) (Commercial Items)

1. Select one of the following business types:
  - **Small Business:**  
A concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and size standards in the solicitation.
  - **JWOD Participating Nonprofit Agency:**  
The contractor is a qualified nonprofit agency employing people who are blind or severely disabled (see FAR 8.701) and the place of performance is within the United States and outlying areas.
  - **Nonprofit Institution:**  
The contractor is a nonprofit organization (as defined in FAR 31.701) that does not meet the criteria of a JWOD Participating Nonprofit Agency, a hospital, a Historically Black College or University or Minority Institution, or Other Educational institution, and the place of performance is within the United States and outlying areas.
  - **Historically Black College or University (HBCU):**  
An institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2, including any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.
  - **Minority Institution (other than HBCU)"**  
An institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)
  - **Educational Institution (other than HBCU or minority):**  
An educational institution that does not qualify as a Historically Black College or University or a Minority Institution and the place of performance is within the United States and outlying areas.
  - **Intragovernmental**
  - **Large Business/Other Business**
2. If Small Business, select one or more from the following if applicable:
  - **Small Disadvantaged Business:**  
A small disadvantaged business concern as defined in 13 CFR 124.1002.
  - **Woman-Owned Small Business:**  
A small business concern that is (1) at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) whose management and daily business operations are controlled by one or more women.
  - **Veteran-Owned Small Business (select from "service disabled veteran-owned small business" and "other veteran owned small business"):**  
**"Service-disabled veteran-owned small business"** means a small business concern (1) not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (2) the management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. Service-disabled

veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

**"Other Veteran-Owned small business concern"** means a small business concern (1) not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (2) the management and daily business operations of which are controlled by one or more veterans.

- HUBZone Small Business:

A concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal place of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126A.

- HUBZone Joint Venture that complies with 13 CFR Part 26:

- Very Small Business:

**Very Small Business Headquartered within Columbus, OH SBA Region 5"** has:

(1) headquarters located within designated Ohio counties (Adams, Allen, Ashland, Athens, Auglaize, Belmont, Brown, Butler, Champaign, Clark, Clermont, Clinton, Coshocton, Crawford, Darke, Delaware, Fairfield, Fayette, Franklin, Gallia, Greene, Guernsey, Hamilton, Hancock, Hardin, Highland, Hocking, Holmes, Jackson, Knox, Lawrence, Licking, Logan, Madison, Marion, Meigs, Mercer, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Richland, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Washington, and Wyandot).

(2) together with its affiliates, has no more than 15 employees and average annual receipts that do not exceed \$1 million.

**"Very Small Business Headquartered within Philadelphia, PA SBA Region 3"** has:

(1) headquarters located within designated State of Delaware and Pennsylvania counties (Adams, Berks, Bradford, Bucks, Carbon, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Huntingdon, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, and York).

(2) together with its affiliates, it has no more than 15 employees and average annual receipts that do not exceed \$1 million.

3. If HUBZone Joint Venture, enter CAGE(s)/Name(s) of the participating HUBZone small business concern(s).

4. If Small Disadvantaged Business (SDB), select the category in which ownership falls:

- Black American
- Hispanic American
- Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
- Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall

Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

- Asian-Indian American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).
- Other SDB Certified or Determined by SBA

**Default:** None

**Validation:**

- Business Type must be selected
- HUBZone Joint Venture CAGE/NAME must be completed if HUBZone Joint Venture
- SDB Designated Group must be selected if Small Disadvantaged Business

### **1.2.7. Affirmative Action Compliance**

***Affirmative action compliance applies to quotes exceeding \$10,000 when FAR 52.222-26 applies***

**Instructions:** Select from picklist of representations regarding affirmative action programs as prescribed by FAR 52.222-25 and FAR 52.211-3(d)(3)

**Default:** None

**Validation:** None

### **1.2.8. Previous Contracts and Compliance Reports**

***Previous contracts and compliance reports applies to quotes exceeding \$10,000 when FAR 52.222-26 applies***

**Instructions:** Choose from pick list of representations regarding previous contracts and compliance reports as prescribed by FAR 52.222-22 and FAR 52.211-3(d)(3) (Commercial Items).

**Default:** None

**Validation:** None

### **1.2.9. Alternate Disputes Resolution**

**Instructions:** Select "Agree/Do Not Agree" in response to question "Do you agree to use alternate dispute resolution in accordance with DLAD 52.233-9001?"

**Default:** Agree

**Validation:** None

## **Quote Form Defaults**

### **1.2.10. Quote Valid For**

**Instructions:** Enter Number Of Days Your Quote Is Valid

**Default:** 90

**Validation:** Forces numeric response from 1 - 999

### **1.2.11. Discount Terms**

**Instructions:** Select from picklist of the six (6) most common discount terms

**Default:** None

**Validation:** None

## Vendor Notifications

### 1.2.12. Award Notification

**Instructions:** Enter primary and alternate email addresses for award notification. It is very important that the super user maintains and updates this information as needed to keep it current, complete, and accurate (even if their company never submits quotes on DIBBS), as DLA will be using the email to provide notice of awards (the primary address will be used unless there is a failure, in which case the alternate address will be used).

**NOTE:** Unsuccessful offeror notification will automatically be sent to the email address for award notification where a CAGE is an unsuccessful quoter on a DLA-BSM Request for Quotations unless you click on the box to disable unsuccessful offeror notification.

**Default:** If current DSCC DIBBS supplier, default will be primary email address from DSCC DIBBS registration.

**Validation:** Primary email address is required, while an alternate email address is optional but encouraged. The primary and alternate email address cannot be the same.

### 1.2.13. Solicitation Notification

**Instructions:** Enter primary and alternate email addresses for solicitation notification. It is very important that the super user maintains and updates this information as needed to keep it current, complete, and accurate (even if their company never submits quotes on DIBBS), as DLA will be using the email to provide notice of solicitations (the primary address will be used unless there is a failure, in which case the alternate address will be used).

**Default:** If current DSCC DIBBS supplier, default will be primary email address from DSCC DIBBS registration.

**Validation:** Primary email address is required, while an alternate email address is optional but encouraged. The primary and alternate email address cannot be the same.

### 1.2.14. Vendor Directed Solicitation Notification

**Instructions:** This feature allows the Super User to direct email notification of new solicitations that match selections for FSC, NSN, and Approved Manufacturer CAGE in their profile. Enter FSCs, NSNs, and/or CAGEs, separated by commas. Do not enter an NSN that falls within an FSC already chosen for vendor directed solicitation notification.

**Default:** If current SR Web supplier, default will be data entered on SR Web for solicitation notification.

**Validation:** Data must be separated by commas. FSC must be 4 numeric characters; NSN must be 13 numeric characters; Approved Manufacturer CAGE must be 5 alpha numeric characters. The FSC must be included in the BSM program. You cannot enter an NSN that falls within an FSC already chosen for vendor directed solicitation notification.

## 2. Solicitations

### 2.1. RFQ Database Search

#### 2.1.1. Search Categories

- **National Stock Number (NSN).** A thirteen-digit number consisting of the Federal Supply Class for the item followed by a nine-digit identification number. This number is used to label and categorize each item that is stocked. Example: 4730000074601
- **Federal Supply Class (FSC).** The first four digits of a stock number identifying the

group and class of an item. Example: 5905

- **Solicitation Number.** A thirteen-position alpha/numeric identification assigned to a document used to communicate government requirements to prospective contractors. The first four digits of all DSCC solicitations are SP07 or SP09 (note: the third position is a zero "0"). A Request for Quotation (RFQ) is a type of solicitation that was prepared using simplified acquisition procedures. Example: SP070097Q0123
- **Purchase Request Number.** A fourteen-position alpha/numeric identification assigned to the document, which describes the required supplies so that a procurement can be initiated. Example: YPC97093000123
- **Nomenclature.** The basic noun designation by which an item is commonly known. Example: Filter Element, Fluid
- **Approved Part Number.** This search is for approved part numbers on NSN buys described by manufacturer's CAGE and part number. It does not provide a tool to search for parts that were, at one time, approved for items described by specifications/standards/drawings. Example: NR14-6C or 12329258
- **Approved CAGE.** This search is for approved CAGES on NSN buys described by manufacturer's CAGE and part number. It does not provide a tool to search for CAGES that were, at one time, approved for items described by specifications/standards/drawings. Example: 0A000

### 2.1.2. Search Values

- **Examples:** Sample search values are provided with each search category above.
- **Search Value Length:**

Category	Minimum Length
National Stock Number	4
Federal Supply Class	4
Solicitation Number	6
Purchase Request Number	8
Nomenclature	4
Approved Part Number	4
Approved CAGE	5
Vendor Directed RFQs	5

- **Wildcard Search:** The \* may be used following search values. The use of \* preceding search values is only permitted on the Nomenclature Search Category.
- **Multiple Search Values:** All search categories, except for Vendor Directed RFQs, allow for multiple search values using a , (comma) after each value. Vendor Directed RFQs only allow one CAGE per search.
- **Leave Search Value Blank:** This will return all RFQs in the search category selected.

### 2.1.3. Settings

- **Page Size:** Creates parameters for the number of records that will appear on a page of search results.
- **RFQs:** Creates parameters for the RFQs that will be searched:
- **Today's:** Solicitations posted today.
- **Recent:** Solicitations posted within the last 15 days.
- **Open:** Solicitations where the Return By date has not been reached.
- **Closed:** Solicitations where the Return By date has passed, but which have not yet

been awarded or cancelled.

- **All:** All solicitations (open and closed) which have not yet been awarded or cancelled.
- **Sorted by:** Creates parameter for search result display (e.g., in order by solicitation, NSN, PR, issue date, return by date, nomenclature).
- **Show Only Items with Bid Sets:** Shows only items which have a Bid Set available for download.

- **Show Only FAST Award Candidates:**

Pursuant to the terms of the DLA Master Solicitation for Automated Solicitations and Resulting Awards, quotes \$2500 or less may be awarded prior to the return date on any automated solicitation (designated by a "T" or "U" in the ninth position of the solicitation number) that has not been designated for an auction. (See Master Solicitation).

To help our vendors identify Fast Award candidates, a **F** icon has been added to the DIBBS RFQ Search Results screen. In addition, a new search feature has been added that allows vendors to display only Fast Award Candidates.

DISCLAIMER: The presence of a **F** icon indicates a "T" or "U" solicitation that has an estimated dollar value \$2500 or less. Since these are only estimates, they may not encompass all the "T" or "U" solicitations where a vendor might quote \$2500 or less, resulting in any early micropurchase award. Therefore, quotes \$2500 or less should be submitted as soon as possible on all non-auctioning T or U solicitations.

- **Show Only Small Business Set Asides:** Shows only solicitations that have been set aside for small business participation **SB**.

## 2.2. RFQ Text Search

At its simplest, a query can be just a word or a phrase. But with the tips on this page, you can expand the focus of your query to give you more complete results. These tips will get you started with basic query language and acquaint you with the full power of Microsoft Index Server.

- Look for words with the same prefix. For example, in your query form type **key\*** to find key, keying, keyhole, keyboard, and so on.
- Search for all forms of a word. For example, in the form type **sink\*\*** to find sink, sinking, sank, and sunk.
- Search with the keyword **NEAR**, rather than **AND**, for words close to each other. For example, both of these queries, **system and manager** and **system near manager**, look for the words system and manager on the same page. But with **NEAR**, the returned pages are ranked in order of proximity: The closer together the words are, the higher the rank of that page.
- Refine your queries with the **AND NOT** keywords to exclude certain text from your search. For example, if you want to find all instances of surfing but not the Net, write the following query:

surfing AND NOT the Net

- Add the **OR** keyword to find all instances of either one word or another, for example:  
Abbott OR Costello

This query finds all pages that mention Abbott or Costello or both.

- Put quotation marks around keywords if you want Index Server to take them literally. For instance, if you type the following query:

"circuit near card"

Search will literally look for the complete phrase circuit near card. But if you type the

same query without the quotation marks:

circuit near card

Index Server searches all documents for the words circuit and card.

- Use Free Text Queries if you want to enter queries using natural language. Index Server will examine your query, extract nouns and noun phrases and construct a query for you. With free text queries you can enter any text you want, from a proper question, to a string of words and phrases, without worrying about the query language. For example, if you type in the following query:

"How do I search for solicitations?"

Index Server will create a query for you automatically and begin the search. Note that when you're using free text queries, the regular query language features are disabled and keywords such as **AND**, **OR**, and **NEAR** are interpreted as normal words.

**Note:** These hints will get you started, but for more complex queries and more examples, see the related topics below.

## 3. Quoting

### 3.1. Batch Quoting

Batch quoting allows quotes on DLA -BSM Request for Quotations to be batch uploaded. Quotes are prepared off-line in a prescribed comma delimited format then uploaded via the Internet.

- BSM DIBBS Batch File Format: BatchFileFormat.htm
- Sample preformatted RFQ Batch Download Files for BSM DIBBS: bqSample.zip
- Handy Microsoft Access 2000© table which you may use for formatting BSM DIBBS batch quotes: BSMDibbsBatchQuote.mdb ~256kb

DLA supplies this commercially available Microsoft Access 2000© database file in order to assist our vendors in preparing comma delimited upload file. Use of this database is not required. Instructions for use are available at:

BatchQuoteFileImportExportDirections.pdf. DLA will not provide technical support with regard to its use nor does it assume any responsibility for claims of hardware, software, or network difficulties or problems resulting in its use.

**Note:**

- a. The size of the file has a great effect on the validating process performance. The smaller the file, the faster the validation.
- b. **Presently, we are limiting the file size to 50 lines per file.**

Questions may be directed to DibbsBSM@dla.mil.

### 3.2. Submitting Web Form Quotes

***You must be "logged in" to access this feature.***

A user must be registered and logged into the secure section of DIBBS in order to submit quotes.

After finding a solicitation on which you would like to submit a quote using the "RFQ Search", click on the "Quote" button. If you are not already logged on, you will be prompted to do so.

Click here for Business rules for submitting web form quotes.

Click on "submit" after completing the quote form and reviewing the synopsis of your quote for accuracy.

The system will provide a message that the quote submittal was "successful" or "unsuccessful."

Submitted quotes may be viewed until such time that the requirement is awarded/cancelled. Revisions to quotes submitted on behalf of a CAGE will overlay any previously submitted quote for the same requirement.

#### **Batch Quoting**

Allows quotes on DSCC Request for Quotations to be batch uploaded. Quotes are prepared offline in a prescribed comma delimited format then uploaded via the Internet.

See upload file format 

### **3.3. BSM-DIBBS Quote Input Form Help**

Below are the fields on the BSM-DIBBS Quote Input Form. Click a title to jump to that section

#### **Step 1**

#### **Contractor Representations**

#### **Step 2**

#### **Synopsis**

Remarks

#### **More information**

Submitting Web Form Quotes

### **Header Data Area**

#### **3.3.1. Solicitation #**

**Default:** RFQ selected for quoting during solicitation search

**Validation:** Information only; cannot be altered

#### **3.3.2. Login CAGE**

CAGE of registered user

**Default:** DIBBS Login

**Validation:** Information only; cannot be altered

#### **3.3.3. Quoting For CAGE**

CAGE to whom award is to be made

***If you are suspended or debarred you are prohibited from quoting***

**Instructions:** Select from picklist of CAGES for whom you are an authorized representative (see terms and conditions for instructions on registering to represent other companies).

**Default:** DIBBS Login CAGE

**Validation:** None

#### **3.3.4. Buyer Code**

**Default:** Buyer code matched by PR number to RFQ

**Validation:** None

#### **3.3.5. Bid Type**

**Instructions:** Select from picklist of valid quote types:

- **Bid Without Exception:** Used to indicate that the quote is in exact compliance with the solicitation requirements. The following are not, by themselves, considered exceptions to the solicitation requirement and will not affect bid type:
  1. Quoting delivery different than the required delivery days;
  2. Quoting origin inspection on solicitations requiring destination inspection. An evaluation factor will, however, be added to the total quoted price (see DLAD 52.213-9001);
  3. On an item described by spec/std/dwg, quoting a different revision or changes to any spec/std/dwg cited in the AID, or quoting supplies based on other technical data/item description in error;
  4. On an item described by manufacturer's CAGE and part number, quoting a superseding part number, previously-approved product, or correction to CAGE/P/N Cited in AID.
  5. Quoting a surplus, foreign, or hazardous end item. Evaluation factors, will however, be added to the total quoted price for surplus and foreign items (see DLAD 52.211-9003 and DFARS 225.502).
- **Bid with Exception:** Used to indicate that exceptions are being taken to the solicitation requirements, other than exceptions to the item description. The following are considered exceptions to the solicitations requirements and will force a bid type of "Bid with Exception":
  1. Exceptions to packaging requirements;
  2. Exceptions to FOB point;
  3. Quoting destination inspection on a solicitation requiring origin inspection;
  4. Exceptions to the solicited quantity;
  5. On automated solicitations ("T" or "U" in the ninth position of the solicitation number), quoting a quantity variance when not allowed by the solicitation, or taking exception to the quantity variance allowed by a solicitation.
- **Alternate Bid:** Used to indicate that a substitute product is being offered or other variations from the solicitation's item description are being proposed. Quoting an alternate product or taking exception to the solicitation's item description will force a bid type of "Alternate Bid."
- **No Bid:** Decline to bid. Quoting zero quantity for all line items will force a bid type of "No Bid."

**Default:** Bid Without Exception

**Validation:** Described for each bid type above.

### 3.3.6. Discount Terms

**Instructions:** Select from picklist of the six (6) most common discount terms

**Default:** Discount Terms from Vendor Registration

**Validation:** None

### 3.3.7. Vendor Quote Number

**Instructions:** Optional fill-in for vendor reference only

**Default:** None

**Validation:** None

### 3.3.8. Quote Valid For

**Instructions:** Enter Number Of Days Your Quote Is Valid

**Default:** Default Quote Valid Days from Vendor Registration

**Validation:** Forces numeric response from 1 – 999

### 3.3.9. Accept Packaging

**Instructions:** Select appropriate "yes/no" response to question, " Accept packaging terms of this RFQ?"

**Default:** Yes

**Validation:** If "No" response, bid type must equal Bid with Exception or Alternate Bid - if not, quoter prompted to accept change in bid type to Bid with Exception or correct their response

### 3.3.10. Federal Supply Schedule (FSS)/Basic Ordering Agreement (BOA)/ Basic Purchase Agreement (BPA)

**Instructions:** Select "FSS/BOA/BPA" if applicable

**Default:** N/A

**Validation:** Contract # and expiration date required if select FSS, BOA or BPA

### 3.3.11. FOB (Free On Board) Point

**Instructions:** Select "Destination/Origin" for FOB point

**Default:** RFQ Requirement

**Validation:**

- if not in accordance with RFQ requirement, bid type must equal Bid with Exception or Alternate Bid - if not, quoter prompted to accept change in bid type to Bid with Exception or correct their response
- Fob Origin requires entries for City, State/Province, and Country

### 3.3.12. Government Inspection Point

**Instructions:** Select "Destination/Origin" for place of Government inspection

**Default:** RFQ Requirement

**Validation:**

- If the RFQ requires Govt. Inspection at Origin and inspection point is not in accordance with this requirement, bid type must equal Bid with Exception or Alternate Bid - if not, quoter prompted to accept change in bid type to Bid with Exception or correct their response.
- Inspection at Origin, requires entries for Place of Inspection - Supplies CAGE and Place of Inspection - Packaging CAGE.

### 3.3.13. SPI Process Proposed

***Applies only if quote is over \$2500***

**Instructions:** Used to propose a management or manufacturing process that has been accepted previously by the Department of Defense under the Single Process Initiative (SPI) for use in lieu of specific military or Federal specification or standard at specific facilities. Enter information prescribed by DFARS 252.211-7005, Substitutions for Military or Federal Specifications and Standards.

**Default:** No

**Validation:** None

## Price Data Area

### 3.3.14. Pricing & Delivery

**Instructions:** Enter price and delivery days (after date of order) by line item. If price/delivery do not vary by line, use the "cascade fill" to enter first line unit price and delivery values for all line items associated with a National Stock Number (NSN) or Part Number.

**Default:** Quantity and delivery default to RFQ requirement by line item

**Validation:**

- If quantity quoted not in accordance with RFQ requirement, bid type must equal Bid with Exception or Alternate Bid - if not, quoter prompted to accept change in bid type to Bid with Exception or correct their response.
- Price requires numeric entry.
- If zero (0) price entered and delivery days does not equal zero (0), message provided that Government assumes free issue.
- If zero (0) price and zero (0) delivery days, message provided that Government assumes no bid on the line item. Bid type must equal Bid with Exception or Alternate Bid - if not, quoter prompted to accept change in bid type to Bid with Exception, or correct their response.
- If zero (0) quantity for all line items, quoter prompted to accept change in bid type to no bid, or correct their response.

### **3.3.15. Minimum Order Quantity**

**Instructions:** Select "no/yes" in response to question, "Is a larger quantity obtainable at no additional total price due to a minimum order quantity?"

**Default:** No

**Validation:**

- Yes, requires an entry for the quantity obtainable at no additional total price.

### **3.3.16. Quantity Variance**

**Instructions:** Enter any quantity variance associated with an NSN or Part Number

**Default:** +0 -0

**Validation:**

- Forces from range of 0-10
- On automated solicitations ("T" or "U" in the ninth position of the solicitation number), if a quantity variance is quoted when not allowed by the solicitation, or a quantity variance outside what is allowed by the solicitation is quoted, bid type must equal Bid with Exception or Alternate Bid -if not, quoter prompted to accept change in bid type to Bid with Exception or correct their response.

### **3.3.17. Quantity Available for Immediate Shipment**

**Instructions:** Select "no/yes" in response to question, "Is there a quantity available for immediate shipment?"

**Default:** No

**Validation:**

- Yes, requires an entry for the quantity available for: immediate shipment, unit price, and delivery days.

### **3.3.18. Price Break Ranges**

**Instructions:** Enter price break ranges and unit prices in the blocks provided in accordance with DLAD 52.213-9000.

**Default:** On solicited price break ranges, if any, defaults to RFQ requirement; ranges may be altered using "Clear Values" link. If price break ranges are not solicited, no default values.

**Validation:** None

## **Product Offered Representations**

### 3.3.19. Supplies Offered

#### ***Applies to Items Described by a basic specification/standard/drawing***

**Instructions:** Select type of supplies offered from the following: Supplies in accordance with all Specifications/Standards/Drawings cited in the solicitation item description; Supplies based on a different revision of any Specifications/Standards/Drawings cited in the solicitation item description; Supplies based on changes to Specifications/Standards/Drawings; Supplies based on other technical data, or item description in error.

**Default:** None

**Validation:**

- If Supplies in accordance with all Specifications/Standards/Drawings cited in the solicitation item description is selected; Supplies Offered Remarks are not allowed.
- If Supplies based on a different revision of any Specifications/Standards/Drawings cited in the solicitation item description is selected; Supplies Offered remarks are available, but not required. Bid type is not affected.
- If Supplies based on changes to Specifications/Standards/Drawings is selected; Supplies Offered remarks are available, but not required. Bid type is not affected.
- If Supplies based on other technical data, or item description in error is selected; Supplies Offered remarks are available, but not required. Bid type is not affected.

### 3.3.20. Part Number Offered

There are two different situations that apply to Part Number Offered:

1. Applies when approved manufacturing source or sources are specified on a drawing
2. Applies to Items Described by Approved Source CAGE(s) and Corresponding Part Number(s)

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#### ***1. Applies when approved manufacturing source or sources are specified on a drawing***

**Instructions:** Select type of product offered from the following: Exact Product, Alternate/Previously Reverse-Engineered Product.

**Default:** None

**Validation:**

- If Exact Item is selected, a picklist of approved source CAGE and part numbers is provided. Part Numbered Offered Remarks are not allowed. NOTE: Exact product means the identical product described by the approved manufacturer's CAGE and part number specified on the drawing, manufactured by, under the direction of, or under agreement with the specified manufacturer. Any product not meeting these criteria is considered an alternate product even though it may be manufactured in accordance with the drawings and/or specifications of the approved manufacturer specified on the drawing.
- If Alternate Product is selected, screen prompts for the cage and part number offered. Part number offered remarks are available, but not required. Bid type must equal Alternate Bid - if not, quoter prompted to accept change in bid type to alternate type.

## **2. Applies to Items Described by Approved Source CAGE(s) and Corresponding Part Number(s) (DLAD 52.217-9002)**

**Instructions:** Select type of product offered from the following: Exact Product, Alternate/Previously Reverse-Engineered Product, Superseding P/N (No Change in Configuration), Previously-Approved Product, Correction to CAGE/P/N Cited in item description. For product type definitions see DLAD 52.217-9002, Conditions for Evaluation and Acceptance of Offers for Part Numbered Items.

**Default:** None

**Validation:**

- If Exact Item is selected, a picklist of approved source CAGE and part numbers is provided. Part Numbered Offered Remarks are not allowed. NOTE: Exact product means the identical product described by the manufacturer's CAGE and part number cited in the acquisition item description (AID), manufactured by, under the direction of, or under agreement with the cited manufacturer. Any product not meeting these criteria is considered an alternate product even though it may be manufactured in accordance with the drawings and/or specifications of the manufacturer cited in the AID.
- If Alternate Product is selected, screen prompts for the cage and part number offered. Part number offered remarks are available, but not required. Bid type must equal Alternate Bid - if not, quoter prompted to accept change in bid type to alternate type.
- If Superseding P/N is selected, screen prompts for the superseding part number and the reason for the part number change. Part Number Offered remarks are also available, but are not required. Bid type is not affected. NOTE: If there have been changes in the configuration of the part, the offered item must be identified as an alternate product. If only the manufacturing CAGE has changed, the offered item must be identified as a correction to CAGE/P/N cited in AID.
- If Previously-Approved P/N is selected, screen prompts for the cage and part number offered. Part Number Offered remarks are available and should be used to provide the Contract/Solicitation number under which the product was previously furnished or approved. Bid type is not affected.
- If Correction to CAGE/P/N Cited in AID is selected, screen prompts for the corrected cage and part number offered and the reason for the correction. Part Number Offered remarks are also available, but are not required. Bid type is not affected.

### **3.3.21. Qualification Requirements**

#### ***Applies to Qualified Products List items***

**Instructions:** Fill-in manufacturer's CAGE of products offered. To the extent known, fill-in Source's CAGE, Item Name, Service ID, and Test Document # as prescribed by FAR 52.209-1 (hyperlink provided).

**Default:** None

**Validation:** Manufacturer's CAGE is required field

### **3.3.22. Manufacturer/Dealer**

**Instructions:** Select the status of the "Quote for" CAGE Code from the following: Manufacturer; Dealer; Qualified Supplier List Manufacturer; Qualified Supplier List Dealer.

**Default:** None

**Validation:**

- If Dealer or Qualified Supplier List Dealer are selected, screen prompts for the actual manufacturing/production source CAGE or name and address.

### **3.3.23. Higher Level Quality**

**Instructions:** If a higher-level quality standard/system is required for the item (FAR 46.202-4), select the standard/system that applies to the manufacturing facility from picklist. If you choose "other equivalent system" enter a description.

**Default:** None

**Validation:** If "None," then Bid Type must equal "Bid with Exception."

### **3.3.24. Material Requirements (FAR 52.211-5)**

**Instructions:** Identify used, reconditioned, remanufactured, or new/unused Government surplus proposed for use under any resultant contract by choosing "yes".

**Default:** No

**Validation:** If "yes", requires selection of material type

### **3.3.25. Hazardous Material Identification and Material Safety Data (FAR 52.223-3)**

**Instructions:** Identify hazardous material to be delivered under any resultant contract by choosing "yes".

**Default:** No

**Validation:** If "yes", requires selection of statute to which the hazardous warning label will conform as prescribed by DFARS 252.223-7001.

### **3.3.26. Buy American Act - Balance of Payments Program Certification (DFARS 252.225-7000)**

*Applies unless Free Trade Agreements/Free Trade Agreements Alt 1 applies.*

**NOTE:** *This fill-in is for information purposes only on FMS, overseas shipments, and all quotes \$2500 or less as the restrictions of the Buy American Act do not apply*

**Instructions:** Select Domestic End Product, Qualifying Country End Products (with picklist of countries), or Non-qualifying Country End Products (with fill-in for country name, if known).

**Default:** None

**Validation:**

- If Qualifying Country, requires selection from pick list.

### **3.3.27. Buy American Act - Free Trade Agreements - Balance of Payments Program Certificate**

*Applies only if DFARS 252.225-7035, Buy American Act-North American Free Trade Agreement Implementation Act-Balance of Payments Program or its Alternate I, is included in solicitation and quote is over \$2500*

**Instructions:** Select Domestic End Products, Qualifying Country (except Canada) End Products (with picklist of countries), Free Trade Agreement Country End Products (with picklist of countries), Other Foreign End Products (with fill-in for country name, if known)

**Default:** Domestic End Products

**Validation:**

- If Qualifying Country, requires selection from pick list.
- If Free Trade Agreement Country, requires selection from pick list.

### **3.3.28. Duty Free Entry Requested**

**Not Available for Supplies Acquired for Use Outside the United States**

**Instructions:** Select "yes" if duty free entry is requested

**Default:** No

**Validation:**

- If "Yes", requires yes/no response to questions: (1) Are such foreign supplies now in the United States?" and (2) Has the duty on such foreign supplies been paid?
- If the answer to the second question is "no", then the third question asks, "What amount is included in the offer to cover such duty?" with a fill-in provided.

### **3.3.29. Certification Regarding Knowledge of Child Labor for Listed End Products**

*This fill-in is for information purposes only on quotes \$2500 or less*

**Instructions:** As prescribed by FAR 52.222-18: select "No/May Supply, but not award of any such use of child labor based on good faith effort/Cannot Certify" in response to the question: "Are you providing an end product that may have been mined, produced or manufactured by forced or indentured child labor? (See the Department of Labor's current list of products and corresponding countries at <http://www.dol.gov/ILAB/regs/eo13126/main.htm>)"

**Default:** No

**Validation:** None

## **Contractor Representations**

### **3.3.30. Taxpayer Identification Number (TIN)**

**Instructions:** As prescribed by FAR 52.204-3 and FAR 52.212-3(b) (Commercial Items):

1. Enter TIN, or select status from picklist of choices;
2. Select type of organization from picklist of choices;
3. If quoter is owned or controlled by a common parent, enter common parent name and TIN (select NA if not applicable).

**Default:** Default Data from Vendor Registration

**Validation:**

- TIN must be nine-position numeric
- If TIN is blank, TIN Status must be completed.
- Common Parent Name and Common Parent TIN must be entered, or NA
- Type of Organization must be selected

### **3.3.31. Small Business and Other Business Type Representations**

**Instructions:**

As prescribed by FAR 52.219-1 and FAR 52.212-3(b) (Commercial Items)

1. Select one of the following business types:
  - **Small Business:**  
A concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and size standards in the solicitation.
  - **JWOD Participating Nonprofit Agency:**  
The contractor is a qualified nonprofit agency employing people who are blind or severely disabled (see FAR 8.701) and the place of performance is within the United States and outlying areas.
  - **Nonprofit Institution:**  
The contractor is a nonprofit organization (as defined in FAR 31.701) that

does not meet the criteria of a JWOD Participating Nonprofit Agency, a hospital, a Historically Black College or University or Minority Institution, or Other Educational institution, and the place of performance is within the United States and outlying areas.

- Historically Black College or University (HBCU):  
An institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2, including any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.
  - Minority Institution (other than HBCU)"  
An institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)
  - Educational Institution (other than HBCU or minority):  
An educational institution that does not qualify as a Historically Black College or University or a Minority Institution and the place of performance is within the United States and outlying areas.
  - Intragovernmental
  - Large Business/Other Business
2. If Small Business, select one or more from the following if applicable:
- Small Disadvantaged Business:  
A small disadvantaged business concern as defined in 13 CFR 124.1002.
  - Woman-Owned Small Business:  
A small business concern that is (1) at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) whose management and daily business operations are controlled by one or more women.
  - Veteran-Owned Small Business (select from "service disabled veteran-owned small business" and "other veteran owned small business"):  
**"Service-disabled veteran-owned small business"** means a small business concern (1) not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (2) the management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).  
**"Other Veteran-Owned small business concern"** means a small business concern (1) not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (2) the management and daily business operations of which are controlled by one or more veterans.
  - HUBZone Small Business:  
A concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal

place of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126A.

- HUBZone Joint Venture that complies with 13 CFR Part 26:
- Very Small Business:

**Very Small Business Headquartered within Columbus, OH SBA Region 5" has:**

(1) headquarters located within designated Ohio counties (Adams, Allen, Ashland, Athens, Auglaize, Belmont, Brown, Butler, Champaign, Clark, Clermont, Clinton, Coshocton, Crawford, Darke, Delaware, Fairfield, Fayette, Franklin, Gallia, Greene, Guernsey, Hamilton, Hancock, Hardin, Highland, Hocking, Holmes, Jackson, Knox, Lawrence, Licking, Logan, Madison, Marion, Meigs, Mercer, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Richland, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Washington, and Wyandot).

(2) together with its affiliates, has no more than 15 employees and average annual receipts that do not exceed \$1 million.

**"Very Small Business Headquartered within Philadelphia, PA SBA Region 3" has:**

(1) headquarters located within designated State of Delaware and Pennsylvania counties (Adams, Berks, Bradford, Bucks, Carbon, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Huntington, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Philadelphia, Perry, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, and York).

(2) together with its affiliates, it has no more than 15 employees and average annual receipts that do not exceed \$1 million.

3. If HUBZone Joint Venture, enter CAGE(s)/Name(s) of the participating HUBZone small business concern(s).
4. If Small Disadvantaged Business (SDB), select the category in which ownership falls:
  - Black American
  - Hispanic American
  - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
  - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
  - Asian-Indian American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).
  - Other SDB Certified or Determined by SBA

**Default:** Default Data from Vendor Registration

**Validation:**

- Business Type must be selected
- HUBZone Joint Venture CAGE/NAME must be completed if HUBZone Joint Venture

- SDB Designated Group must be selected if Small Disadvantaged Business

### **3.3.32. Affirmative Action Compliance**

***Applies to quotes exceeding \$10,000 when FAR 52.222-26 applies***

**Instructions:** Select from picklist of representations regarding affirmative action programs as prescribed by FAR 52.222-25 and FAR 52.212-3(d)(3)

**Default:** Default Data from Vendor Registration

**Validation:** None

### **3.3.33. Previous Contracts and Compliance Reports**

***Applies to quotes exceeding \$10,000 when FAR 52.222-26 applies***

**Instructions:** Select from picklist of representations regarding previous contracts and compliance reports as prescribed by FAR 52.222-22 and FAR 52.212-3(d)(3) (Commercial Items) (hyperlinks provided).

**Default:** Default Data from Vendor Registration

**Validation:** None

### **3.3.34. Alternate Disputes Resolution**

**Instructions:** Select "Agree/Do Not Agree" in response to question "Do you agree to use alternate dispute resolution in accordance with DLAD 52.233-9001?"

**Default:** Agree

**Validation:** None

## **Synopsis**

### **3.3.35. Remarks**

***Available for all quotes except "bids without exception" on solicitations with a "T" or "U" in the ninth position. These quotes are eligible for automated awards and the evaluation program cannot consider textual input***

**Instructions:** Enter text information/exceptions not covered elsewhere in quote

**Default:** None

**Validation:** None

## **4. Frequently Asked Questions**

### **4.1. GETTING STARTED/REGISTRATION**

#### **FAQ #1. How do I get started?**

- To do business with DLA, vendors need a D-U-N-S number from Dun and Bradstreet <http://www.dnb.com/us/>.
- You must register with the Central Contractor Registration (CCR) at <http://www.ccr.gov/>. If you do not have a cage code, one will be assigned to you when you complete the CCR registration.
- Next, register with DLA DIBBS. If you are unfamiliar with DIBBS, it is a web-based system and as such registration is on-line. Simply point your web browser to <https://www.dibbs.bsm.dla.mil/Register/> and follow the instructions. Once you finish registering, a temporary password will be immediately e-mailed to you and you will then be able to log on and submit a quote.

DLA DIBBS system features are explained in detail in the DIBBS Registration Instructions and Guidelines located at: <https://www.dibbs.bsm.dla.mil/Register/> (Click on Registration). Once you have registered with DIBBS and are ready to quote, DIBBS provides on-line quoting help at <http://www.dibbs.bsm.dla.mil/RA/Refs/Help/>. On this page, you will find business rules and default values for submitting bids through the web quote form as well as batch quoting guidelines.

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**FAQ #2. I've registered with the CCR, but I keep getting an error message that says, "You are not CCR registered" or "Registration in Progress". What should I do?**

**New User:** When you have completed your registration with the CCR system, a status will show "active". Within one to two days, DLA DIBBS will automatically be notified by CCR that you are registered. At this time, you will be able register and to use the DLA DIBBS system.

**Existing User:** CCR registration is valid for one year. If your registration has expired, you will need to re-register with CCR then again with DLA DIBBS. Again, you will have a one to two-day waiting period. If you continue to have problems with the CCR registration, please contact them at (888) 227-2423 or at [contact.ccr@pwcglobal.com](mailto:contact.ccr@pwcglobal.com) or <http://www.ccr.gov/>. To determine your activity status, click the CCR database button, enter the CAGE code and click "Submit Query" button.

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**FAQ #3. I'm currently registered with DSCC DIBBS, do I have to re-register on DLA DIBBS?**

If a suppliers CAGE is already registered on the DSCC Internet Bid Board System by April 9, 2004. their registration information, including passwords, will be transferred to DLA DIBBS.

In order to activate the DLA DIBBS account, the suppliers Super User will need to go to <https://www.dibbs.bsm.dla.mil/> after April 19, 2004. They must log in to DLA DIBBS using their DSCC Internet Bid Board Systems login and password. Once in the system, the Super User should follow the instructions on the welcome page to update their vendor account(s). The Super User may be prompted to update their password before going to the welcome page if their current password does not meet DLA DIBBS security requirements.

Vendor account features that are not on the current DSCC Internet Bid Board System and will need to be updated include:

- a. Additional small business representation fill-ins
- b. Alternate Disputes Resolution (ADR) fill-in
- c. Quote defaults for "quote valid days" and "discount terms"
- d. Email addresses for solicitation and award notification

If a suppliers DSCC Internet Bid Board System Super User has left the company without a back up, the supplier will need to contact the DLA DIBBS help desk at [DibbsBSM@dla.mil](mailto:DibbsBSM@dla.mil) and request that their account be deleted. This must be accomplished before they can complete a new registration on DLA DIBBS.

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**FAQ #4. I'm completely new to DIBBS, how do I register (REGISTRATION FOR ALL OTHER SUPPLIERS)?**

If a suppliers CAGE is not registered on the DSCC Internet Bid Board System by April 9, 2004, they will need to go to <https://www.dibbs.bsm.dla.mil/> after April 19, 2004, and complete a new registration for DLA DIBBS.

Registration is required to receive a login account and password to conduct transactions over the restricted portions of DLA DIBBS (e.g., submitting electronic quotes on RFQs; updating Subsistence BPAs), and to register email addresses for solicitation and award notification on BSM items.

Detailed system requirements and instructions for registration can be found on the DLA DIBBS Home Page accessed on <https://www.dibbs.bsm.dla.mil/>. A few highlights of the information that will be found include:

- a. On the DLA DIBBS Home Page, click the VENDOR REGISTRATION link to begin the registration process.
- b. In order to register for access to secure portions of DLA DIBBS, the company you are representing must already be registered in the Central Contractor Registration (CCR) system. If you are a foreign company doing business outside the United States, or otherwise fall within the exceptions to CCR registration, please send an email to [DibbsBSM@dla.mil](mailto:DibbsBSM@dla.mil) requesting offline registration.
- c. A CAGEs registration will be processed immediately. A User ID will appear on the registration screen and a password will be sent separately to the email address of the Super User. If a CAGE is already registered on DLA DIBBS, the name and email address of the Super User will be provided. The Super User should be contacted to set-up additional accounts, logins and passwords for their CAGE.

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**FAQ #5. I'd like to be notified when certain solicitations are posted to DIBBS. Can I set this up during the registration process?**

DLA DIBBS registration contains an optional "Vendor Directed Solicitation Notification" feature. This allows the Super User to direct email notification of new solicitations that match selections for FSC, NSN, and Approved Manufacturer CAGE in their profile. A similar feature exists in SRweb for current BSM solicitations. The CAGEs, FSCs and NSN data registered in SRweb as of March 29, 2004, will be transferred to DLA DIBBS, and may be deleted or overwritten as desired by the supplier. No other SRweb registration data will be transferred to DLA DIBBS.

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## **4.2. USER ID/PASSWORD**

**FAQ #6. I am having User ID/Password Problems. What am I doing wrong?**

- a. Ensure you are attempting to log in to DLA DIBBS, not DSCC DIBBS, Procurement Gateway, or IQS (which are separate systems requiring separate User IDs and Passwords).
- b. Make sure you are registered with DLA DIBBS.
- c. Verify the super user's ID, which is always the CAGE code followed by zero (0) and one (1). If you are a non-super user, your ID will be the CAGE code followed

by sequential numbers after 01. If there are alphas in your CAGE code, they are always UPPER CASE. Example: DIBBS01.

- d. Your password is case sensitive.
- e. Use the same computer you used when you registered. You have the capability of accessing DLA DIBBS from any computer, however it must meet the same technical requirements.
- f. If you are still experiencing problems, delete all temporary internet files and cold boot.
- g. Re-type <https://www.dibbs.bsm.dla.mil/> in the address bar.
- h. Ask an associate to watch you log in.
- i. If you still cannot log on, send message to DibbsBSM@dla.mil.
- j. Password information cannot be given over the phone. **Passwords are case sensitive.** If a user loses or forgets his/her User ID or password, he/she can have them sent to his/her email address of record through the "Forgot Your Password" link on the Registered User Log-In screen. In addition, although super users cannot see other user's passwords, they have the ability to change any password for the account.
- k. If you think that your account has been compromised, email DibbsBSM@dla.mil immediately.

### 4.3. DRAWINGS/BIDSETS

#### FAQ #7. How do I know if the solicitation has a drawing?

You will need to conduct a Custom Query RFQ Search by Clicking on the RFQ Search:

- Search Categories: Select "Solicitation Number" or category that applies.
- Search Value(s): Type in the "SPM #" or value that applies.
- Show RFQs Only For: All
- Click on "SEARCH" button.

You will get the screen shown below. A drawing is not available for the NSN/solicitation listed in block #1. When drawings are not available, the word "None" will be visible and you must quote in accordance with the solicitation requirements. Again, if the word "None" is displayed, there are no drawings for the NSN.

Block #2 below displays "**Avail**" meaning that there is a drawing available. By clicking on the drawing icon  you can access the drawing.

"**Processing**" means that we are in the process of posting the drawings and it may take up to 24 hours, keep checking back.

"**Delayed**" means that the Bidset/Drawing has a problem which requires manual review prior to making it available, contact:

(DSCC) dbi-drawings@dsccl.dla.mil

(DSCP) bsmdwg@dscpl.dla.mil

(DSCR) TDMDcustservice@dscrl.dla.mil

**Note:** Discrepancies/Errors found in the bidsets/drawings should be emailed to the appropriate Center as listed above.

14	<a href="#">5940-01-309-4406</a> POST, BINDING, ELECTRIC	None	SPM400-04-T-0010  <a href="#">note</a>	0010335907 QTY: 1000	3/24/2004	04/13/2004
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15	<a href="#">5970-00-007-9596</a> TAPE, INSULATION, ELECT Mil-Spec	 Avail	SPM400-04-T-0008  <a href="#">Quote</a>	0010335947 QTY: 100	3/24/2004	04/01/2004
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**FAQ #8. I'm having trouble downloading the Bidset. What am I doing wrong?**

When accessing the drawing package icon from the NSN listing, you get a GPF (General Protection Fault error) or the browser crashes. Make sure you are using the latest copy for your browser. Then clear the browser's cache, close the browser, reopen it and retry your search. If this doesn't solve the problem, send an email to Netscape/Microsoft technical support or try un-installing your browser, re-install it, including the 128-bit encryption package.

If the bidset package is incomplete or you have additional questions, contact the Center point of contact (POC) for the Bidset interface at:

(DSCC) [dbi-drawings@dsccl.dla.mil](mailto:dbi-drawings@dsccl.dla.mil)

(DSCP) [bsmdwg@dscpl.dla.mil](mailto:bsmdwg@dscpl.dla.mil)

(DSCR) [TDMDcustservice@dscrl.dla.mil](mailto:TDMDcustservice@dscrl.dla.mil)

The Bidset is available on the DIBBS web site until the solicitation is removed from DIBBS due to award or cancellation. If you need copies of the Bidset after award, you will need to contact the Post Award administrator cited in Block 6 or 7 of the order.

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**FAQ #9. How do I get a copy of a restricted drawing?**

Restricted drawings with Distribution Statements C and D are posted on DBi, <https://DBi.Dsccl.dla.mil/>, unless the drawings contain limited/proprietary data. Access to these drawings will, however, be limited to individuals who are named as data custodians for contractors certified to receive restricted technical data under the U.S./Canada Joint Certification Program (JCP) who have also completed the DBi data custodian registration.

Since restricted technical data will be transferred electronically, DBi will not allow a person to register as a data custodian if the contractor designated a position, in lieu of a named person, to act as their data custodian in their JCP certification. Therefore, U.S. and Canadian contractors who are not currently certified, and certified contractors who have designated a position (vs. an individual) as their data custodian, will need to complete/revise a DD Form 2345 to the Defense Logistics Information Service (DLIS) before registering to receive electronic access to restricted data. The DD Form 2345 is available at <http://www.dlis.dla.mil/jcp> or by calling 1-800-352-3572.

The DBi will not provide web access to restricted drawings with Distribution Statements X, E, B, or F, or any restricted drawing that contains limited/proprietary data. However, it will provide index information and an on-line data custodian order form for CDs for these drawings, and for any bidset that contains a mixture of restricted type drawings (Web and CD release) Drawings that are not in electronic format, are classified, or have restrictions on dissemination may be ordered by clicking on "Manual Request."

**FAQ #10. How do I view and/or order drawings?**

The digitized drawings are in CALS RASTER format (MIL-PRF-28002C), so a CALS RASTER format viewer program is required to view the drawings. Go to <https://dbi.dsccl.dla.mil/Viewers/> to find links to download several viewer programs.

Drawings may be requested from the DSCC Technical Data Repository. Click on the tab entitled Tech Data located on the top blue bar of the DIBBS Home Page:



**Note:** The Bidset is available on the DLA DIBBS web site until the solicitation is removed from DIBBS due to award or cancellation. If you need copies of the Bidset after award, you will need to contact the Post Award administrator cited in Block 6 or 7 of the order.

**4.4. SOLICITATIONS/SEARCHING**

**FAQ #11. On the RFQ Search Results Page, there are various icons such as a capital red F and a capital SB as well as others. What do these icons mean?**

 <b>Quote</b>	By clicking on this icon, you can quote on a solicitation (if logged in).
	There is a drawing available for the NSN (click to access).
	There is a spec/standard available for download (click to access).
	This solicitation is set-aside for small business.
	The NSN is a Mil-Spec QPL item.
	Solicitation displayed may not include all pertinent data (click to obtain additional information)
	This is a Fast Award candidate. Quotes \$2500 or less may be awarded prior to the solicitation return date (see DLA Master Solicitation for Automated Solicitations and Resulting Awards).

**FAQ #12. Can I fax my quote?**

Electronic quoting on the DLA Internet Bid Board System (DIBBS) is mandatory for RFQs with "T" or "U" in the 9th position of the solicitation number, and optional for all other DLA RFQs.

**FAQ #13. I can't find a particular solicitation. What am I doing wrong?**

First, check to make sure that the item of supply is included in the DLA Business Systems System Modernization (BSM) Program using the BSM NSN/FSC Query Database at [https://www.webflis.dlis.dla.mil/WEBFLIS/ASPscripts/Public\\_BSM.asp](https://www.webflis.dlis.dla.mil/WEBFLIS/ASPscripts/Public_BSM.asp). Please note that DLA will bring additional items and users into BSM during regularly sequenced roll-outs beginning in November 2004. Additional information is available at the BSM Supplier Information Resource Center at <http://www.dla.mil/j-6/bsm/sirc/> If the item of supply is in BSM, it may be the way you are searching:

- Under RFQs, Custom Queries, Select **Search Categories**. From the drop-down menu, there are seven categories:
  1. National Stock Number (4)
  2. Federal Supply Class (4)
  3. Solicitation Number (6)
  4. Purchase Request Number (8)
  5. Nomenclature (4)
  6. Approved Part Number (4)
  7. Approved Cage (5)
- Enter **search value**: The number next to each search value represents the minimum number of characters you must type. For example, solicitation number (6): Type in at least 6 characters: SPM700\*  
Wildcard \* may be used preceding and/or following search value. Search multiple values using a , (comma) after each value.
- Select Scope Show RFQs Only For
  1. Today
  2. Recent
  3. Open
  4. Closed (but not awarded)
  5. All (this will return opened and closed solicitations)
- Select desired Sort options
- Show Only (optional):
  1. Items with Bidsets
  2. Fast PACE
  3. Small Business Setaside
- Press Search

Solicitations are posted by issue date and remain on DLA DIBBS until awarded.

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**FAQ #14. When searching for a solicitation, I get a message that the requirement is no longer available on DIBBS. Will I be able to quote this?**

No. This requirement has been removed from DIBBS due to a problem with the technical data cited in the solicitation. It will require a technical review and be manually re-solicited by the buyer at a later date. Keep checking back periodically.

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**FAQ #15. The solicitation requires origin inspection and the quote form is asking me for a Place of Inspection, Supplies CAGE Code and Place of Inspection Packaging CAGE code. Where do I get this information?**

**Supplies CAGE Code:** This is the cage code for the facility where you want the Government to inspect the supplies being offered. If it is at your facility or plant, use your cage code. If it is at the actual manufacture's plant, use their cage code. .

**Packaging CAGE Code:** This is the cage code for the facility where you want the Government to inspect packaging. If it is at your facility or plant, use your cage code. If it is at a packaging house, use their cage code.

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**FAQ #16. I noticed that your solicitations have different numbers in the 4th position of the solicitation number. Why?**

This is the site identifier for each Center:

- SPM100 (DSCP Clothing & Textiles)
- SPM200 (DSCP Medical)
- SPM300 (DSCP Subsistence)
- SPM400 (DSCR)
- SPM500 (DSCP)
- SPM700 (DSCC)

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## **4.5. BID TYPE**

**FAQ #17. What is the difference between "Bid Without Exception" and "Bid With Exception"?**

**Bid Without Exception** is used to indicate that the quote is in exact compliance with the solicitation requirements. Quoting the following conditions are not, by themselves, considered exceptions to the solicitation requirements and will not affect bid type:

1. Quoting delivery different than the required delivery days;
2. Quoting origin inspection on solicitations requiring destination inspection;
3. Quoting a superseding or previously approved part or correction to a cage/part number cited in the AID on an item described by manufacturers CAGE and part number; and,
4. Quoting a used, reconditioned, remanufactured, new/unused Govt. surplus, foreign, or hazardous end item.

**Bid With Exception** is used to indicate that exceptions are being taken to the solicitation requirements, other than exceptions to the item description. The following are considered exceptions to the solicitation requirements and will force a bid type of "Bid with Exception":

1. Quoting an alternate product or otherwise taking exception to the solicitations item description;
2. Exceptions to packaging requirements;
3. Exceptions to FOB point;
4. Quoting destination inspection on a solicitation requiring origin inspection;
5. Exceptions to required quantity;
6. On automated solicitations (T or U in the ninth position of the solicitation number), quoting a quantity variance that is outside the acceptable range specified in the solicitation.

**Note:** Quoting Bid With Exception will preclude you from receiving an automated award.

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**FAQ #18. I have supplied the item in the past to the Government and I have been approved, but I am not listed as a source on the solicitation?**

If you think you are approved to supply the item, but are not listed on the solicitation as a supplier, select "Previously Evaluated and Awarded" under the Part Number Offered Fill-In on your quote. Enter the approved cage code and part number; you may still quote as "Bid **Without** Exception."

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**FAQ #19. The cage code of the approved source and/or part number has changed or is incorrect on the solicitation. How do I quote?**

- If there have been changes in the configuration of the part, the offered item must be identified as an alternate product.
  - If only the manufacturing CAGE has changed, the offered item must be identified as a correction to CAGE/P/N cited in AID. Bid Type is not affected; you may quote as a Bid without Exception.
  - If the part number has changed and there has been no change in configuration, the offered part may be identified as a Superseding Part-Number. Bid Type is not affected; you may quote as a Bid without Exception.
- 

## 4.6. QUOTING

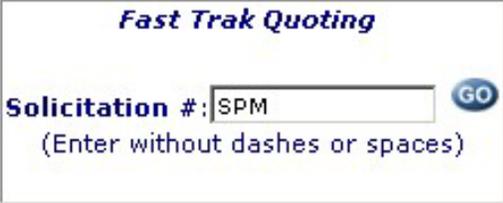
**FAQ #20. How do I submit a quote on DIBBS?**

A user must be registered and logged into DIBBS in order to submit quotes.

Through Web Form Quoting, find your Solicitation via the RFQ Search and then click on the  [quote](#) icon displayed next to the solicitation number on the search results.

- After finding a solicitation on which you would like to submit a quote click on the "Quote" button. If you are not already logged on, you will be prompted to do so.
- Business rules for submitting quotes are available via on-line help.
- Click on "Submit" after completing the quote form and reviewing the synopsis of your quote for accuracy.
- The system will provide a message that the quote submittal was "Successful" or "Unsuccessful."
- Submitted quotes may be viewed until such time that the requirement is awarded/cancelled. Revisions to quotes submitted on behalf of a CAGE will overlay any previously submitted quote for the same requirement.
- Users are reminded that representations and certifications incorporated in individual quotes are binding in their entirety. Any penalties for misrepresentation contained in the referenced provisions still apply (e.g. penalties for misrepresentation of business status under FAR 52.219-1, paragraph (d)(2)).

If you know the solicitation number which you would like to quote, you may use Fast Trak Quoting and go directly to step one of the quote form by-passing the RFQ search.



**Fast Trak Quoting**

Solicitation #:  

(Enter without dashes or spaces)

You can also quote on multiple solicitations through Batch quoting. Batch Quoting allows quotes on DSCC Request for Quotations to be batch uploaded. Quotes are prepared offline in a prescribed comma delimited format then uploaded via the Internet. You can find batch download files from the Welcome page (when you first log-on to DIBBS) or under the "Solicitation" tab on the Home page.

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**FAQ #21. Can I submit my quote after the closing date?**

On Request For Quotes (RFQs) the solicitation return date/time is not a firm closing date, except for auctions. DIBBS quotes received after the return date/time on non-auction "T" and "U" solicitations will continue to run through the automated award process until the award process (automated or manual) has begun. Once the award process has begun (on the closing date at 3:00 p.m. Eastern Time), late quotes will only be considered if the contracting officer determines that it is in the best interests of the Government and that accepting the late quote would not unduly delay the award. Note: If a return date falls on a Saturday, Sunday or federal holiday it will be deemed extended to the next business day.

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**FAQ #22. Can I change my quote once it has been submitted?**

Yes, quote **revisions** will overlay previously submitted quotes on the same solicitation in the Government database. Find the solicitation and click on the Red  [quote](#) icon. Make the necessary changes and "Submit" your quote again. Quotes may be **withdrawn** by submitting a revised quote (as explained above) and choosing "No-Bid" under the drop-down menu for Bid Type. Make sure you "Submit" your quote and get the message "**Your Quote has been successfully submitted.**"

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**FAQ #23. How do I know if I submitted my quote successfully?**

A user must be registered and logged into the secure section of DLA DIBBS in order to submit quotes. After finding a solicitation on which you would like to submit a quote using the "RFQ Search", click on the Red  [quote](#) icon. If you are not already logged on, you will be prompted to do so. Once you have completed all the required fill-ins, check your quote for accuracy and then click on "Submit" after completing the quote form. The system will provide a message that the quote submittal was "Successful" or "Unsuccessful." All "Unsuccessful." quotes will need to be corrected and re-submitted. Your quote is not recorded until you get a "Successful" prompt. You may want to print a copy of the page that says your quote was successfully submitted for your records. Submitted quotes may be viewed through "DIBBS Services" until such time that the requirement is awarded/cancelled.

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## **4.7. AWARDS**

**FAQ #24. I need to find an award. How do I do this?**

Information on Awards and Modifications can be accessed through the DLA DIBBS Homepage under <https://www.dibbs.bsm.dla.mil/Awards/> or through the top-level menu button labeled "Awards."

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**FAQ #25. A vendor, other than the lowest bidder, was awarded the contract. Why did they get the award?**

The award may have been made via our automated award program called Procurement Automated Contract Evaluation (PACE) program. The DLA Master Solicitation for Automated Solicitations and Resulting Awards, which can be viewed at <https://www.dibbs.bsm.dla.mil/Refs/ProvClauses/> states that all quotes under "T" and "U" solicitations must be: "3) Quote in strict conformance with Government requirements for exact product, quantity, packaging/marketing, and point of inspection." A bid that was quoted other than "Bid Without Exception" or didn't use the specified packaging or point of inspection will not be considered even if it is the lowest bid. Your quote must have also been submitted in a timely manner. See the PACE Master Solicitation (link above).

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**FAQ #26. An award was made prior to the closing date. How can that happen?**

Please refer to the DLA Master Solicitation for Automated Solicitations and Resulting Awards which can be found at <https://www.dibbs.bsm.dla.mil/Refs/ProvClauses/>. On page 1 of the Master Solicitation under "Submission of Quotes" you will find the following: Quotes \$2500 or less may be awarded prior to the return date on "T" or "U" solicitations that have not been designated for auctioning. Commencing at 3:00 p.m. four business days after the issue date, and continuing every day thereafter at 3:00 p.m., all quotes \$2500 or less will be evaluated by DLAs automated contract evaluation program to determine whether an early micro purchase award can be made. Quotes \$2500 or less should therefore be submitted as soon as possible on all non-auctioning T or U solicitations.

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## **4.8. SUPER USER/MY ACCOUNT**

**FAQ #27. Our Super User has left the company. How do I change the Super User account?**

It is a good idea to have two people who are trained as super users (while only one user will use the super user ID and password when using the system). This will allow the smooth transition if the super user leaves. Without a super user back up, the CAGE code information will have to be reset and you may be prevented from quoting for 3-4 days while this takes place. If however, when the primary super user leaves, the back-up user can just go into My Account and update the super users name and email information.

If however, you do not have two people trained and the super user leaves, you can notify us through the DIBBS Feedback form (you can access this through the Navigation drop-down menu from any page on DIBBS) with the following information, "Our super user has left the company and we need to have our account deleted". Once the DIBBS technical team receives that information, the current registration for your CAGE will be deleted. You must then re-register on DIBBS in order to create a new super user account.

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**FAQ #28. I need to change our email address. How can I do that?**

The Super User can update account information by:

1. Logging in to DIBBS
2. Go to My Account located at the very top of page, and;
3. Updating Vendor Profile.

**Note:** If you have forgotten your password and your email address changed, contact the BSM DIBBS Help Team at DibbsBSM@dla.mil. Your registration will have to be deleted and you will need to re-register on DIBBS in order to quote.

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## **4.9. ALTERNATE OFFERS**

**FAQ #29. I make a part that is not listed as an approved source. How can I get my cage and part-number approved?**

If the solicitation lists an approved manufacturer, you must provide that manufacturer's cage code and part number. If you wish to supply your own part and be recognized as an approved source, you will have to submit your bid as an Alternate Offer/Bid. **For "T" and "U" solicitations, the following applies:**

Offers of alternate products will not be evaluated for the current procurement (see DLAD 52.217-9002). You may submit a request to the location below for evaluation of the alternate products technical acceptability for future procurements of the same item. The request for evaluation shall cite the National Stock Number (NSN) of the exact product and, as identified in this provision, include the applicable level of technical data on the alternate and exact products. All offers of alternate product will be handled in accordance with DLAD 17.7501(b)(4).

For solicitation numbers that begin with SPM1, SPM2, or SPM3, submit all requests to the buyer.

For solicitation numbers beginning with SPM4:

Defense Supply Center Richmond  
Office of the Competition Advocate  
ATTN: DSCR-DU  
8000 Jefferson Davis Highway  
Richmond, VA 23297-5100

For solicitation numbers beginning with SPM5;

Defense Supply Center Philadelphia  
Office of the Competition Advocate/General & Industrial  
DSCP-PI  
700 Robbins Avenue  
Philadelphia, PA 19111-5096

For solicitation numbers beginning with SPM7 or SPM9:

Defense Supply Center Columbus  
Directorate of Procurement  
Alternate Offer Monitor, DSCC-PCA  
3990 East Broad Street

## 4.10. SURPLUS

### **FAQ #30. How do I submit an offer for Surplus Material?**

Surplus offers may be submitted through DIBBS. On the DIBBS Quote Input Form, Material Requirements, select Yes. From the drop-down menu, select Used, Reconditioned, Remanufactured, or New/Unused Surplus. Complete and submit DLAD 52.211-9000 Government Surplus Material and any supporting documentation off-line to the buyer. Note that price evaluation factors are added to the total quote price. A \$200 evaluation factor is added for quoting surplus material on non-critical items; \$700 for quoting surplus material on critical items (see DLAD 52.211-9003). If applicable, labels will be requested on an as-needed basis. For additional information regarding Surplus Offers, refer to the DLA Master Solicitation for Automated Solicitations and Resulting Awards at <https://www.dibbs.bsm.dla.mil/Refs/ProvClauses/>.

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## 4.11. ERROR MESSAGES

### **FAQ #31. Why do I keep getting error messages?**

If you keep getting error messages while in DIBBS, please contact the DIBBS technical staff at [DibbsBSM@dlamail.mil](mailto:DibbsBSM@dlamail.mil). Be prepared to give the following information:

- The type of hardware you are using, i.e., IBM compatible, Pentium, 32 MB RAM
  - The operating system you use, i.e. Windows 95, 98 or NT.
  - The exact wording of any messages that appeared on your screen. You can use the Print Screen key located on the top right hand side of the keyboard. Then click the Start button, located at the bottom left hand side of the window. Go up to Programs, Accessories, and Paint. Then Click Edit, Paste. This will allow you to have a copy of the message for display or printing.
  - A description of what happened and what you were doing when the problem occurred.
  - A description of how you tried to solve the problem.
- 

### **FAQ #32. I keep getting the message "Submitting data by an unauthorized method" What does this mean?**

If you have a shortcut on your desktop or try to access the DIBBS system without going through the steps outlined above, you may get this message. To get past this message, try the following:

- Close down DIBBS and your browser.
- Bring up your browser again.
- Enter the DLA DIBBS Home Page URL, <https://www.dibbs.bsm.dla.mil/>.
- Access the Request For Quotes though the link provided on the DLA DIBBS Home Page or Enter the URL on the address line, <https://www.dibbs.bsm.dla.mil/RFQ/>.

- If you continue to get this message, contact the DIBBS technical support staff through the Feedback form (you can access this form through the Navigation drop-down menu from any DIBBS page).
- 

**FAQ #33. I keep getting Error message HTTP 403 128-bit encryption not enabled. What does this mean?**

This message indicates that your browser is not 128-bit encryption capable or enabled. You should be running Netscape 4.7 or above or Microsoft Internet Explorer 5.0 or above with Cookies and JAVA Script enabled. Even though you are running Netscape 4.7, does not necessarily mean that you are 128 bit capable. Even though you have the padlock showing also does not mean that you are 128 bit capable.

- Check the version of Netscape you are running. You can do that by opening your browser and connecting to the Internet. Next, click the Help button. From the help drop-down list box, select "software updates". This will take you to a Netscape page. From the Netscape page, select "Your installed software". This will run a check against your browser and tell you the version and level of encryption currently installed. You should see Netscape 4.7 and 128-bit encryption in this query.
- You should be running Netscape version 4.7 or above with 128-bit encryption. If not, you can download a free copy of that software from <http://www.netscape.com/>.
- If you are using an older version of Netscape Navigator, the key icon at the lower left should be solid. If you are using a more recent version of Netscape Navigator(tm) or Microsoft Internet Explorer(tm), a padlock icon  should appear at the lower right. These indicate that the link to DIBBS server is secure.

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## 4.12. DIBBS SESSIONS

**FAQ #34. Why do I keep getting timed out of DIBBS?**

The BSM-DIBBS account timeout is a security feature. Your account will be logged off from the DIBBS system if the system is idle for 15 minutes. There is no time out mechanism except for inactivity. To constitute activity to the system, you must submit information to the system (just filling out a form without sending the information does not constitute activity), switch between the web pages or send/request information to/from the database.

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**FAQ #35. Why should I log out of DIBBS?**

Logging out when you are finished, tells DIBBS to close your session. For security of the system, DIBBS only allows one active session per user. If you close your browser and have not logged out of DIBBS, you will have to wait 15 minutes before you can get back into DIBBS.

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**FAQ #36. How do I open multiple windows with DIBBS?**

To open multiple windows with DIBBS you need to log on to DIBBS, then open new windows using the browser menu selection or keyboard shortcut. The typical menu selection to do this is **File, New, window** and the typical keyboard shortcut is **CTRL+ N**.

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## 4.13. DIBBS TRAINING

**FAQ #37. I'm still a little confused. Do you offer any type of DIBBS training?**

Efforts are underway to arrange training on the DLA DIBBS through the Small Business Offices at DSCR, DSCP, and DSCC. Once this training is available, information will be posted on the DSCR, DSCP and DSCC Web sites. DSCC offers monthly training sessions that will include information on the new DLA DIBBS system, as well as information on the current DSCC DIBBS system until all NSNs have migrated to the new system. The Procurement Technical Assistance Centers (PTACs) located across the country can also be contacted for support in bidding on the new system. To find the PTAC near you, go to [http://www.sellingtothegovernment.net/ptac\\_map.asp](http://www.sellingtothegovernment.net/ptac_map.asp).

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## 4.14. MISCELLANEOUS

**FAQ #38. Where can I find a specific provision or clause?**

You can find all referenced clauses in the DLA Master Solicitation for Automated Solicitations and Resulting Awards by clicking the provisions and clauses hyperlink, <https://www.dibbs.bsm.dla.mil/Refs/ProvClauses/>. It is important that you become familiar with the Master Solicitation (especially the first few pages) as it spells out the guidelines that dictate the rules for automated solicitations and awards.

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**FAQ #39. Can I quote price breaks?**

Price break options are displayed on "T," "U", and "Q" stock solicitations. Enter price break ranges and unit prices in the blocks provided in accordance with DLAD 52.213-9000. Although price break ranges are not used by the automated evaluation program, the buyer may use the ranges if it drops for manual evaluation.

- For "Q" solicitations you may put quantity price breaks, etc. in the remarks section.
  - Utilizing the remarks block for quantity price breaks on "T" and "U" solicitations will preclude you from receiving an automated award.
- 

**FAQ #40. Can I download "R" solicitations?**

You can currently download "R" solicitations by visiting the website at <https://www.dibbs.bsm.dla.mil/RFP/>.

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## 4.15. PROBLEMS

### FAQ #41. Who should I contact if I am having trouble using DIBBS?

If suppliers experience difficulties while in DLA DIBBS, please contact the help staff at [DibbsBSM@dla.mil](mailto:DibbsBSM@dla.mil).

## 5. Text Search Basics

Searches, also known as queries, produce a list of files that contain the word or phrase no matter where they appear in the text. This list gives the basic rules for use in a text search:

- Consecutive words are treated as a phrase; they must appear in the same order within a matching document.
- Queries are case-insensitive, so you can type your query in uppercase or lowercase.
- You can search for any word except for those in the exception list (for English, this includes *a*, *an*, *and*, *as*, and other common words), which are ignored during a search.
- Words in the exception list are treated as placeholders in phrase and proximity queries. For example, if you searched for "Word for Windows", the results could give you "Word for Windows" and "Word and Windows", because *for* is a noise word and appears in the exception list.
- Punctuation marks such as the period (.), colon (:), semicolon (;), and comma (,) are ignored during a search.
- To use specially treated characters such as &, |, ^, #, @, \$, (, ), in a query, enclose your query in quotation marks (").
- To search for a word or phrase containing quotation marks, enclose the entire phrase in quotation marks and then double the quotation marks around the word or words you want to surround with quotes. For example, "World-Wide Web or ""Web"" searches for *World-Wide Web or "Web"*.
- You can insert Boolean operators (**AND**, **OR**, and **NOT**) and the proximity operator (**NEAR**) to specify additional search information.
- The wildcard character (\*) can match words with a given prefix. The query `esc*` matches the terms "ESC," "escape," and so on.
- Free-text queries can be specified without regard to query syntax.
- Vector space queries can be specified.
- ActiveX (OLE) and file attribute, property value queries, can be issued.

### Related Topics

Performing Complex Queries

RFQ Text Search

## 6. Performing Complex Queries

For text searches, you can perform complex queries which may assist in your search. Below are the topics detailed:

- Boolean and Proximity Operators: Shows how to make more precise queries by inserting Boolean and proximity operators.
- Wildcards: Helps you find pages containing words similar to a given word.
- Free-Text Queries: Describes how to formulate a query based on the meaning of a phrase rather than the exact wording.

- Vector Space Queries: Explains how to get query results that match a list of words and phrases.
- Property Value Queries: Tells how to query for the property values of a file.
- Query Examples: Gives examples of various queries.
- List of Property Names: Lists and describes property names always available for queries.

## Boolean and Proximity Operators

Boolean and proximity operators can create a more precise query.

To Search For	Example	Results
Both terms in the same page	access and basic =Or= access & basic	Pages with both the words "access" and "basic"
Either term in a page	cgi or isapi =Or= cgi   isapi	Pages with the words "cgi" or "isapi"
The first term without the second term	access and not basic =Or= access & ! basic	Pages with the word "access" but not "basic"
Pages not matching a property value	not @size = 100 =Or= ! @size = 100	Pages that are not 100 bytes
Both terms in the same page, close together	excel near project =Or= excel ~ project	Pages with the word "excel" near the word "project"

### Hints:

- You can add parentheses to nest expressions within a query. The expressions in parentheses are evaluated before the rest of the query.
- Use double quotes (") to indicate that a Boolean or **NEAR** operator keyword should be ignored in your query. For example, "Abbott and Costello" will match pages with the phrase, not pages that match the Boolean expression. In addition to being an operator, the word *and* is a noise word in English.
- The **NEAR** operator is similar to the **AND** operator in that **NEAR** returns a match if both words being searched for are in the same page. However, the **NEAR** operator differs from **AND** because the rank assigned by **NEAR** depends on the proximity of words. That is, the rank of a page with the searched-for words closer together is greater than or equal to the rank of a page where the words are farther apart. If the searched-for words are more than 50 words apart, they are not considered near enough, and the page is assigned a rank of zero.
- The **NOT** operator can be used only after an **AND** operator in content queries; it can be used only to exclude pages that match a previous content restriction. For property value queries, the **NOT** operator can be used apart from the **AND** operator.
- The **AND** operator has a higher precedence than **OR**. For example, the first three queries are equal, but the fourth is not: a AND b OR c

c OR a AND b  
 c OR (a AND b)  
 (c OR a) AND b

**Note:** The symbols (&, |, !, ~) and the English keywords **AND**, **OR**, **NOT**, and **NEAR** work the same way in all languages supported by Index Server. Localized keywords are also available when the browser locale is Set to one of the following six languages:

Language	Keywords
German	UND, ODER, NICHT, NAH
French	ET, OU, SANS, PRES
Spanish	Y, O, NO, CERCA
Dutch	EN, OF, NIET, NABIJ
Swedish	OCH, ELLER, INTE, NÄRA
Italian	E, O, NO, VICINO

**Note:** The NEAR operator can be applied only to words or phrases.

## Wildcards

Wildcard operators help you find pages containing words similar to a given word.

To Search For	Example	Results
Words with the same prefix	comput*	Pages with words that have the prefix "comput," such as "computer," "computing," and so on
Words based on the same stem word	fly**	Pages with words based on the same stem as "fly," such as "flying," "flown," "flew," and so on

## Free-Text Queries

The query engine finds pages that best match the words and phrases in a free-text query. This is done by automatically finding pages that match the meaning, not the exact wording, of the query. Boolean, proximity, and wildcard operators are ignored within a free-text query. Free-text queries are prefixed with \$contents.

To Search For	Example	Results
Files that match free-text	\$contents how do I print in Microsoft Excel?	Pages that mention printing and Microsoft Excel.

## Vector Space Queries

The query engine supports vector space queries. Vector queries return pages that match a list of words and phrases. The rank of each page indicates how well the page matched the query.

To Search For	Example	Results
Pages that contain specific words	light, bulb	Files with words that best match the words being searched for
Pages that contain weighted prefixes, words, and phrases	invent*, light[50], bulb[10], "light bulb"[400]	Files that contain words prefixed by "invent," the words "light," "bulb," and the phrase "light bulb" (the terms are weighted)

- Components in vector queries are separated by commas.
- Components in vector queries can be weighted by using the [weight] syntax.
- Pages returned by vector queries do not necessarily match every term in the query.
- Vector queries work best when the results are sorted by rank.

## Property Value Queries

With property value queries, you can find files that have property values that match a given criteria. The properties over which you can query include basic file information like file name and file size, and ActiveX properties including the document summary (information) that is stored in files created by ActiveX-aware applications.

There are two types of property queries:

- *Relational property queries* consist of an "at" character (@), a property name, a relational operator, and a property value. For example, to find all of the files larger than one million bytes, issue the query @size > 1000000.
- *Regular expression property queries* consist of a number sign (#), a property name, and a regular expression for the property value. For example, to find all of the video (.avi) files, issue the query #filename \*.avi. Regular expressions will never match the special properties contents (#contents) and all (#all). Properties that are not retrievable at query time cannot be used in # queries. these include HTML META properties not stored in the property cache.

This section covers the following topics:

- Property Names
- Relational Operators
- Property Values

### Property Names

Property names are preceded by either the "at" (@) or number sign (#) character. Use @ for relational queries, and # for regular expression queries.

if no property name is specified, @contents is assumed.

Properties available for all files include:

Property Name	Description
All	Matches words, phrases, and any property
Contents	Words and phrases in the file
Filename	Name of the file

Size	File size
Write	Last time the file was modified

ActiveX property values can also be used in queries. Web sites with files created by most ActiveX-aware applications can be queried for these properties:

Property Name	Description
DocTitle	Title of the document
DocSubject	Subject of the document
DocAuthor	The document's author
DocKeywords	Keywords for the document
DocComments	Comments about the document

For a complete list of property names, see the List of Property Names later on this page.

### Relational Operators

Relational operators are used in relational property queries.

To Search For	Example	Results
Property values in relation to a fixed value	@size < 100 @size <= 100 @size = 100 @size != 100 @size >= 100 @size > 100	Files whose size matches the query
Property values with all of a Set of bits on	@attrib ^a 0x820	Compressed files with the archive bit on
Property values with some of a Set of bits on	@attrib ^s 0x20	Files with the archive bit on

### Property Values

To Search For	Example	Results
A specific value	@DocAuthor = Bill Barnes	Files authored by "Bill Barnes"
Values beginning with a prefix	#DocAuthor George*	Files whose author property begins with "George"
Files with any of a Set of extensions	#filename *.(exe ,dll ,sys )	Files with .exe, .dll, or .sys extensions
Files modified after a	@write > 96/2/14	Files modified after February 14, 1996

certain date	10:00:00	at 10:00 GMT
Files modified after a relative date	@write > -1d2h	Files modified in the last 26 hours
Vectors matching a vector	@vectorprop = { 10, 15, 20 }	ActiveX documents with a vectorprop value of { 10, 15, 20 }
Vectors where each value matches a criteria	@vectorprop >^a 15	ActiveX documents with a vectorprop value in which all values in the vector are greater than 15
Vectors where at least one value matches a criteria	@vectorprop ^=s 15	ActiveX documents with a vectorprop value in which at least one value is 15

- Be sure to use the pound (#) character before the property name when using a regular expression in a property value, and an "at" (@) character otherwise. The equal (=) relational operator is assumed for regular-expression queries.
- File name (#filename) is the only property that efficiently supports regular expressions with wildcards to the *left* of text.
- Date and time values are of the form *yyyy/mm/dd hh:mm:ss* or *yyyy-mm-dd hh:mm:ss*. The first two characters of the year and the entire time can be omitted. If you omit the first two characters of the year, then 29 or less is interpreted as the year 2000, and 30 or greater is interpreted as the year 1900. All dates and times are in Greenwich Mean Time (GMT).
- Dates and times relative to the current time can be expressed with a minus (-) character followed by zero or by more integer unit and time unit pairs. Time units are expressed as: (y) for years, (m) for months, (w) for weeks, (d) for days, (h) for hours, (n) for minutes, and (s) for seconds. A three-digit millisecond value can be optionally specified after the seconds value in date expressions. For example, 1997/12/8 10:10:03:452
- Currency values are of the form *x.y*, where *x* is the whole value amount and *y* is the fractional amount. There is no assumption about units.
- Boolean values are (t) or (true) for **TRUE** and (f) or (false) for **FALSE**.
- Vectors (VT\_VECTOR) are expressed as an opening brace ({}), followed by a comma-separated list of values, then a closing brace ({}).
- Single-value expressions that are compared against vectors are expressed as a relational operator, then a (^a) for *all of* or a (^s) for *some of*.
- Numeric values can be in decimal or hexadecimal (preceded by 0x).
- The *contents* property does not support relational operators. If a relational operator is specified, no results will be found. For example, @contents Microsoft will find documents containing Microsoft, but @contents=Microsoft will find none.

## Regular Expressions

Regular expressions in property queries are defined as follows:

- Any character except asterisk (\*), period (.), question mark (?), and vertical bar (|) defaults to matching just itself.
- Regular expressions can be enclosed in matching quotes ("), and must be enclosed in quotes if they contain a space ( ) or closing parenthesis ()).
- The characters \*, ., and ? behave as they behave in Windows; they match any number of characters, match (.) or end of string, and match any one character, respectively.

- The character `|` is an escape character. After `|`, the following characters have special meaning:
  - ( opens a group. Must be followed by a matching `)`.
  - ) closes a group. Must be preceded by a matching `(`.
  - [ opens a character class. Must be followed by a matching (un-escaped) `]`.
  - { opens a counted match. Must be followed by a matching `}`.
  - } closes a counted match. Must be preceded by a matching `{`.
  - , separates **OR** clauses.
  - \* matches zero or more occurrences of the preceding expression.
  - ? matches zero or one occurrences of the preceding expression.
  - + matches one or more occurrences of the preceding expression.
  - Anything else, including `|`, matches itself.
- Between square brackets (`[]`) the following characters have special meaning:
  - ^ matches everything but following classes. Must be the first character.
  - ] matches `]`. May only be preceded by `^`, otherwise it closes the class.
  - range operator. Preceded and followed by normal characters.
  - Anything else matches itself (or begins or ends a range at itself).
- Between curly braces (`{}`) the following syntax applies:
  - {*m*} matches exactly *m* occurrences of the preceding expression. ( $0 < m < 256$ ).
  - {*m*,} matches at least *m* occurrences of the preceding expression. ( $1 < m < 256$ ).
  - {*m*,*n*} matches between *m* and *n* occurrences of the preceding expression, inclusive. ( $0 < m < 256, 0 < n < 256$ ).
- To match `*`, `.`, and `?`, enclose them in brackets (for example, `[*]sample` will match `"*sample"`).

## Query Examples

Example	Results
<code>@size &gt; 1000000</code>	Pages larger than one million bytes
<code>@write &gt; 95/12/23</code>	Pages modified after the date
<code>Apple tree</code>	Pages with the phrase "apple tree"
<code>"apple tree"</code>	Same as above
<code>@contents apple tree</code>	Same as above
<code>Microsoft and @size &gt; 1000000</code>	Pages with the word "Microsoft" that are larger than one million bytes
<code>"microsoft and @size &gt; 1000000"</code>	Pages with the phrase specified (not the same as above)
<code>#filename *.avi</code>	Video files (the # prefix is used because the query contains a regular expression)
<code>@attrib ^s 32</code>	Pages with the archive attribute bit on

@docauthor = John Smith	Pages with the given author
\$contents why is the sky blue?	Pages that match the query
@size < 100 & #filename *.gif	Graphics Interchange Format (Gif ) files less than 100 bytes in size

## List of Property Names

These properties are always available for queries. Additional properties may also be available depending on the configuration of the Web server.

Friendly Name	Datatype	Property
A_HRef	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML HREF. This property name was created for Microsoft® Site Server and corresponds with the Index Server property name HtmlHRef. <i>Can be queried but not retrieved.</i>
Access	VT_FILETIME	Last time file was accessed.
All	(not applicable)	Searches every property for a string. <i>Can be queried but not retrieved.</i>
AllocSize	DBTYPE_I8	Size of disk allocation for file.
Attrib	DBTYPE_UI4	File attributes. Documented in Win32 SDK.
ClassId	DBTYPE_GUID	Class ID of object, for example, WordPerfect, Word, and so on.
Characterization	DBTYPE_WSTR   DBTYPE_BYREF	Characterization, or abstract, of document. Computed by Index Server.
Contents	(not applicable)	Main contents of file. <i>Can be queried but not retrieved.</i>
Create	VT_FILETIME	Time file was created.
Directory	DBTYPE_WSTR   DBTYPE_BYREF	Physical path to the file, not including the file name.
DocAppName	DBTYPE_WSTR   DBTYPE_BYREF	Name of application that created the file.
DocAuthor	DBTYPE_WSTR   DBTYPE_BYREF	Author of document.

DocByteCount	DBTYPE_14	Number of bytes in a document.
DocCategory	DBTYPE_STR   DBTYPE_BYREF	Type of document such as a memo, schedule, or whitepaper.
DocCharCount	DBTYPE_I4	Number of characters in document.
DocComments	DBTYPE_WSTR   DBTYPE_BYREF	Comments about document.
DocCompany	DBTYPE_STR   DBTYPE_BYREF	Name of the company for which the document was written.
DocCreatedTm	VT_FILETIME	Time document was created.
DocEditTime	VT_FILETIME	Total time spent editing document.
DocHiddenCount	DBTYPE_14	Number of hidden slides in a Microsoft® PowerPoint document.
DocKeywords	DBTYPE_WSTR   DBTYPE_BYREF	Document keywords.
DocLastAuthor	DBTYPE_WSTR   DBTYPE_BYREF	Most recent user who edited document.
DocLastPrinted	VT_FILETIME	Time document was last printed.
DocLastSavedTm	VT_FILETIME	Time document was last saved.
DocLineCount	DBTYPE_14	Number of lines contained in a document.
DocManager	DBTYPE_STR   DBTYPE_BYREF	Name of the manager of the document's author.
DocNoteCount	DBTYPE_14	Number of pages with notes in a PowerPoint document.
DocPageCount	DBTYPE_I4	Number of pages in document.
DocParaCount	DBTYPE_14	Number of paragraphs in a document.
DocPartTitles	DBTYPE_STR   DBTYPE_VECTOR	Names of document parts. For example, in Excel part titles are the names of spread sheets, in PowerPoint slide titles, and in Word for Windows the names of the documents in the master document.
DocPresentationTarget	DBTYPE_STR DBTYPE_BYREF	Target format (35mm, printer, video, and so on) for a presentation in

		PowerPoint.
DocRevNumber	DBTYPE_WSTR   DBTYPE_BYREF	Current version number of document.
DocSlideCount	DBTYPE_14	Number of slides in a PowerPoint document.
DocSubject	DBTYPE_WSTR   DBTYPE_BYREF	Subject of document.
DocTemplate	DBTYPE_WSTR   DBTYPE_BYREF	Name of template for document.
DocTitle	DBTYPE_WSTR   DBTYPE_BYREF	Title of document.
DocWordCount	DBTYPE_I4	Number of words in document.
FileIndex	DBTYPE_I8	Unique ID of file.
FileName	DBTYPE_WSTR   DBTYPE_BYREF	Name of file.
HitCount	DBTYPE_I4	Number of hits (words matching query) in file.
HtmlHRef	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML HREF. <i>Can be queried but not retrieved.</i>
HtmlHeading1	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML document in style H1. <i>Can be queried but not retrieved.</i>
HtmlHeading2	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML document in style H2. <i>Can be queried but not retrieved.</i>
HtmlHeading3	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML document in style H3. <i>Can be queried but not retrieved.</i>
HtmlHeading4	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML document in style H4. <i>Can be queried but not retrieved.</i>
HtmlHeading5	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML document in style H5. <i>Can be queried but not retrieved.</i>
HtmlHeading6	DBTYPE_WSTR   DBTYPE_BYREF	Text of HTML document in style H6. <i>Can be queried but not retrieved.</i>
Img_Alt	DBTYPE_WSTR   DBTYPE_BYREF	Alternate text for <IMG> tags. <i>Can be queried but not retrieved.</i>
Path	DBTYPE_WSTR	Full physical path to file, including file

	DBTYPE_BYREF	name.
Rank	DBTYPE_I4	Rank of row. Ranges from 0 to 1000. Larger numbers indicate better matches.
RankVector	DBTYPE_I4   DBTYPE_VECTOR	Ranks of individual components of a <a href="#">vector query</a> .
ShortFileName	DBTYPE_WSTR   DBTYPE_BYREF	Short (8.3) file name.
Size	DBTYPE_I8	Size of file, in bytes.
USN	DBTYPE_I8	Update Sequence Number. NTFS drives only.
VPath	DBTYPE_WSTR   DBTYPE_BYREF	Full virtual path to file, including file name. if more than one possible path, then the best match for the specific query is chosen.
WorkId	DBTYPE_I4	Internal ID for file. Used within Index Server.
Write	VT_FILETIME	Last time file was written.