

12.303 Contract format.

Solicitations and contracts for the *acquisition* of *commercial products* or *commercial services* prepared using this part 12 shall be assembled, to the maximum extent practicable, using the following format:

- (a) Standard Form (SF) 1449;
- (b) Continuation of any block from SF 1449, such as-
 - (1) Block 10 if an incentive subcontracting clause is used (the *contracting officer shall* indicate the applicable percentage);
 - (2) Block 18 B for remittance address;
 - (3) Block 19 for *line item numbers*;
 - (4) Block 20 for schedule of *supplies/services*; or
 - (5) Block 25 for accounting data;
- (c) *Contract clauses*-
 - (1) 52.212-4, *Contract Terms and Conditions-Commercial Products and Commercial Services*, by reference (see SF 1449 block 27 a);
 - (2) Any addendum to 52.212-4; and
 - (3) 52.212-5, *Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Products and Commercial Services*.
- (d) Any contract documents, exhibits or attachments; and
- (e) *Solicitation provisions*-
 - (1) 52.212-1, *Instructions to Offerors-Commercial Products and Commercial Services*, by reference (see SF 1449, Block 27 a);
 - (2) Any addendum to 52.212-1;
 - (3) 52.212-2, *Evaluation-Commercial Products and Commercial Services*, or other description of evaluation factors for award, if used; and
 - (4) 52.212-3, *Offeror Representations and Certifications-Commercial Products and Commercial Services*.

Parent topic: Subpart 12.3 - Solicitation Provisions and Contract Clauses for the Acquisition of Commercial Products and Commercial Services