

## 14.204 Records of invitations for bids and records of bids.

(a) Each *contracting office shall* retain a record of each invitation that it issues and each abstract or record of bids. *Contracting officers shall* review and utilize the information available in connection with subsequent *acquisitions* of the same or similar items.

(b) The file for each invitation *shall* show the distribution that was made and the date the invitation was issued. The names and addresses of prospective bidders who requested the invitation and were not included on the original *solicitation* list *shall* be added to the list and made a part of the record.

**Parent topic:** [Subpart 14.2 - Solicitation of Bids](#)