

Subpart 53.3 - Forms Used in Acquisitions

53.300 Listing of Standard, Optional, and Agency forms.

This subpart identifies, in numerical sequence, Standard Forms (SF), Optional Forms (OF) and agency forms that are specified by the FAR for use in *acquisitions*.

(a) You can access the forms in Table 53-1 at the GSA Forms Library at <https://www.gsa.gov/forms>.

Forms in the GSA Forms Library

Form Number	Title
SF 18	Request for Quotation
SF 24	Bid Bond
SF 25	Performance Bond
SF 25A	Payment Bond
SF 25B	Continuation Sheet for 24, 25, and 25A
SF 26	Award/Contract
SF 28	Affidavit of Individual <i>Surety</i>
SF 30	Amendment of <i>Solicitation</i> /Modification of Contract
SF 33	<i>Solicitation, Offer</i> and Award
SF 34	Annual Bid Bond
SF 35	Annual Performance Bond
SF 120	Report of <i>Excess Personal Property</i>
SF 120A	Continuation Sheet Report of <i>Excess Personal Property</i>

Form Number	Title
SF 126	Report of <i>Personal Property</i> for Sale
SF 126A	Report of <i>Personal Property</i> for Sale (Continuation Sheet).
SF 252	Architect-Engineer Contract
SF 273	Reinsurance Agreement for a Bonds Statute Performance Bid
SF 274	Reinsurance Agreement for a Bonds Statute Payment Bond
SF 275	Reinsurance Agreement in Favor of the <i>United States</i>
SF 294	Subcontracting Report for Individual Contracts
SF 298	Report Documentation Page
SF 308	Request For Wage Determination and Response to Request
SF 330	Architect-Engineer Qualifications
SF 1034	Public Voucher for Purchases and Services Other Than Personal
SF 1035	Public Voucher for Purchases and Services Other Than Personal
SF 1094	U.S. Tax Exemption Form
SF 1094A	U.S. Tax Exemption Form continuation sheet
SF 1165	Receipt for Cash-Subvoucher
SF 1402	Certificate of Appointment
SF 1403	<i>Preaward Survey</i> of Prospective Contractor
SF 1404	<i>Preaward Survey</i> of Prospective Contractor Technical
SF 1405	<i>Preaward Survey</i> of Prospective Contractor Production

Form Number	Title
SF 1406	<i>Preaward Survey of Prospective Contractor Quality Assurance</i>
SF 1407	<i>Preaward Survey of Prospective Contractor Financial Capability</i>
SF 1408	<i>Preaward Survey of Prospective Contractor Accounting System</i>
SF 1409	Abstract of <i>Offers</i>
SF 1410	Abstract of <i>Offers</i> Continuation
SF 1413	Statement and Acknowledgment)
SF 1414	Consent of <i>Surety</i>
SF 1415	Consent of <i>Surety</i> and Increase of Penalty
SF 1416	Payment Bond For Other Than <i>Construction</i> Contracts
SF 1418	Performance Bond for Other Than <i>Construction</i> Contracts
SF 1423	Inventory Verification Sheet
SF 1424	Inventory Disposal Report
SF 1427	Inventory Schedule A-Continuation Sheet)
SF 1428	Inventory Disposal Schedule)
SF 1429	Inventory Disposal Schedule-Continuation Sheet
SF 1435	Settlement Proposal (Inventory Basis)
SF 1436	Settlement Proposal (Total Cost Basis)
SF 1437	Settlement Proposal for Cost Reimbursement Type Contracts
SF 1438	Settlement Proposal (Short Form)

Form Number	Title
SF 1439	Schedule of Accounting Information
SF 1440	Application For Partial Payment
SF 1442	<i>Solicitation, Offer, and Award</i>
SF 1443	Contractor's Request For Progress Payment
SF 1444	Request For Authorization of Additional Classification and Rate
SF 1445	Labor Standards Interview
SF 1446	Labor Standards Investigation Summary Sheet
SF 1447	<i>Solicitation/Contract</i>
SF 1449	<i>Solicitation/Contract/Order for Commercial Products and Commercial Services.</i>
OF 17	Notice To <i>Offeror</i>
OF 91	Release of <i>Personal Property</i> From Escrow
OF 307	Contract Award.
OF 308	<i>Solicitation and Offer- Negotiated Acquisition</i>
OF 309	Amendment of <i>Solicitation</i> (Negotiated <i>Procurements</i>).
OF 336	Continuation Sheet
OF 347	Order for <i>Supplies</i> or Services
OF 348	Order For <i>Supplies</i> or Services - Continuation
OF 1419	Abstract of <i>Offers - Construction</i>

Form Number**Title**

OF 1419A Abstract of *Offers-Construction* Continuation Sheet

(b) You can access the forms in Table 53-2 at the websites listed in the table.

Other Forms

Form Number	Title	URL
Form DD 254	Department of Defense Contract Security Classification Specification	https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0254.pdf
Form DD 441	Department of Defense Security Agreement	https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0441_2020.pdf
Form WH-347	Payroll-U.S. Department of Labor	https://www.dol.gov/whd/forms/wh347.pdf