

**PACKAGING AND DELIVERY OF PROPOSALS**

Your proposal shall be organized as specified in SECTION L.2. General Instructions. Shipment and marking shall be as indicated below.

**EXTERNAL PACKAGE MARKING**

In addition to the address cited below, mark each package as follows:

**“RFP NO. \_\_\_\_\_  
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY”**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

**NUMBER OF COPIES**

TECHNICAL PROPOSAL: **ORIGINAL\* AND \_\_\_\_\_ COPIES TO:**

BUSINESS PROPOSAL: **ORIGINAL\* AND \_\_\_\_\_ COPIES TO:**

If hand-delivered or delivery service

If using U.S. Postal Service

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\*THE ORIGINALS MUST BE READILY ACCESSIBLE FOR DATE STAMPING PURPOSES.

NOTE: Please be aware that the U.S. Postal Service’s “Express Mail” **DOES NOT** deliver to the hand-delivered address **AND** delivery to the Main Campus NIEHS address will result in delayed delivery to the Office of Acquisitions (Contracts). If a proposal is not received at the place, date, and time specified herein, it will be considered a “late proposal.”