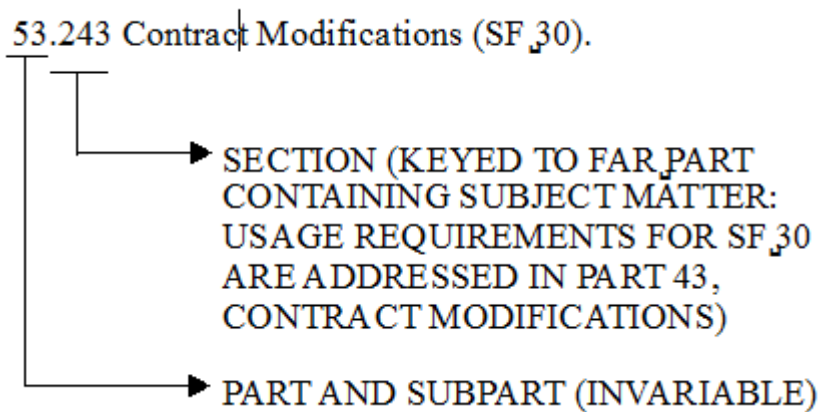


## Subpart 53.2 - Prescription of Forms

Parent topic: [Part 53 - Forms](#)

### 53.200 Scope of subpart.

This subpart prescribes standard forms and references optional forms and agency-prescribed forms for use in *acquisition*. Consistent with the approach used in [subpart 52.2](#), this subpart is arranged by subject matter, in the same order as, and keyed to, the parts of the FAR in which the form usage requirements are addressed. For example, forms addressed in FAR [part 14](#), Sealed Bidding, are treated in this subpart in section [53.214](#), Sealed Bidding; forms addressed in FAR [part 43](#), *Contract Modifications*, are treated in this subpart in section [53.243](#), *Contract modifications*. The following example illustrates how the subjects are keyed to the parts in which they are addressed:



### 53.201 Federal acquisition system.

#### 53.201-1 Contracting authority and responsibilities (SF 1402).

[SF 1402](#) (10/83), *Certificate of Appointment*. [SF 1402](#) is prescribed for use in appointing *contracting officers*, as specified in [1.603-3](#).

### 53.202 [Reserved]

### 53.203 [Reserved]

### 53.204 Administrative matters.

### **53.204-1 Safeguarding classified information within industry (DDForm254, DDForm441).**

The following forms, which are prescribed by the Department of Defense, *shall* be used by DoD *components* and those nondefense agencies with which DoD has agreements to provide industrial security services for the National Industrial Security Program if contractor access to *classified information* is required, as specified in subpart [4.4](#) and the clause at [52.204-2](#):

(a) *DD Form 254 (Department of Defense (DoD)), Contract Security Classification Specification.* (See [4.403\(c\)\(1\)](#).)

(b) *DD Form 441 (DoD), Security Agreement.* (See paragraph (b) of the clause at [52.204-2](#).)

### **53.204-2 [Reserved]**

## **53.205 Publicizing contract actions.**

### **53.205-1 Paid advertisements.**

[SF 1449](#) , prescribed in [53.212](#) , *shall* be used to place orders for paid advertisements as specified in [5.503](#) .

### **53.206 [Reserved]**

### **53.207 [Reserved]**

### **53.208 [Reserved]**

## **53.209 Contractor qualifications.**

### **53.209-1 Responsible prospective contractors.**

The following forms are prescribed for use in conducting preaward surveys of prospective contractors, as specified in [9.106-1](#) , [9.106-2](#) , and [9.106-4](#) . These forms are authorized for local reproduction and can be found at the GSA Forms Library at <https://www.gsa.gov/forms> .

(a) [SF 1403](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor (General)*.

(b) [SF 1404](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Technical*.

(c) [SF 1405](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Production*.

- (d) [\*SF 1406\*](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Quality Assurance*.
- (e) [\*SF 1407\*](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Financial Capability*.
- (f) [\*SF 1408\*](#) (Rev. 01/2014), *Preaward Survey of Prospective Contractor-Accounting System*.

## **53.210 [Reserved]**

## **53.211 [Reserved]**

## **53.212 Acquisition of commercial products and commercial services.**

[\*SF 1449\*](#) (Rev. Nov 2021), *Solicitation/Contract/Order for Commercial Products and Commercial Services*. [\*SF 1449\*](#) is prescribed for use in *solicitations* and contracts for *commercial products* and *commercial services*. Agencies may prescribe additional detailed instructions for use of the form.

## **53.213 Simplified acquisition procedures (SF's 18, 30, 44, 1165, 1449, and OF's 336, 347, and 348).**

The following forms are prescribed as stated in this section for use in *simplified acquisition procedures*, orders under existing contracts or agreements, and orders from required sources of *supplies* and *services*:

- (a) [\*SF 18\*](#) (Rev.6/95), *Request for Quotations*, or [\*SF 1449\*](#) (Rev. Nov 2021), *Solicitation/Contract/Order for Commercial Products and Commercial Services*. [\*SF 18\*](#) is prescribed for use in obtaining price, cost, delivery, and related information from suppliers as specified in [\*13.307\(b\)\*](#). [\*SF 1449\*](#), as prescribed in [\*53.212\*](#), or other agency forms/automated formats, may also be used to obtain price, cost, delivery, and related information from suppliers as specified in [\*13.307\(b\)\*](#).
- (b) [\*SF 30\*](#) (Rev.11/2016), *Amendment of Solicitation/ Modification of Contract*. [\*SF 30\*](#), prescribed in [\*53.243\*](#), may be used for modifying *purchase orders*, as specified in [\*13.307\(c\)\(3\)\*](#).
- (c) [\*SF 44\*](#) (Rev.10/83), *Purchase Order Invoice Voucher*. [\*SF 44\*](#) is prescribed for use in *simplified acquisition procedures*, as specified in [\*13.306\*](#).
- (d) [\*SF 1165\*](#) (6/83Ed.), *Receipt for Cash-Subvoucher*. [\*SF 1165\*](#) (GAO) may be used for imprest fund purchases, as specified in [\*13.307\(e\)\*](#).
- (e) [\*OF 336\*](#) (4/86Ed.), *Continuation Sheet*. [\*OF 336\*](#), prescribed in [\*53.214\(h\)\*](#), may be used as a continuation sheet in *solicitations*, as specified in [\*13.307\(c\)\(1\)\*](#).
- (f) [\*SF 1449\*](#) (Rev. Nov 2021) *Solicitation/Contract/Order for Commercial Products and Commercial Services* prescribed in [\*53.212\*](#), [\*OF 347\*](#) (Rev.2/2012), *Order for Supplies or Services*, and [\*OF 348\*](#) (Rev.4/06), *Order for Supplies or Services-Schedule Continuation*. [\*SF 1449\*](#), *OF's 347* and *348* (or

approved agency forms/automated formats) *may* be used as follows:

- (1) To accomplish *acquisitions* under *simplified acquisition procedures*, as specified in [13.307](#).
- (2) To establish blanket purchase agreements (BPA's), as specified in [13.303-2](#), and to make purchases under BPA's, as specified in [13.303-5](#).
- (3) To issue orders under basic ordering agreements, as specified in [16.703\(d\)\(2\)\(i\)](#).
- (4) As otherwise specified in this chapter (*e.g.*, see [5.503\(a\)\(2\)](#), [8.406-1](#), [36.701\(b\)](#), and [51.102\(e\)\(3\)\(ii\)](#)).

## **53.214 Sealed bidding.**

The following forms are prescribed for use in *contracting* by sealed bidding (except for *construction* and *architect-engineer services*):

- (a) [SF 26](#) (Rev. 12/2022), *Award/Contract*. [SF 26](#) is prescribed for use in awarding sealed bid contracts for *supplies* or services in which bids were obtained on [SF 33](#), *Solicitation, Offer* and *Award*, as specified in [14.408-1\(d\)\(1\)](#). Block 18 *may* only be used for sealed-bid *procurements*.
- (b) [SF 30](#), *Amendment of Solicitation/Modification of Contract*. [SF 30](#), prescribed in [53.243](#), *shall* be used in amending invitations for bids, as specified in [14.208\(a\)](#).
- (c) [SF 33](#) (Rev. 12/2022), *Solicitation, Offer and Award*. [SF 33](#) is prescribed for use in soliciting bids for *supplies* or services and for awarding the contracts that result from the bids, as specified in [14.201-2\(a\)\(1\)](#), unless award is accomplished by [SF 26](#).
- (d) [SF 1447](#) (Rev. 12/2022), *Solicitation/Contract*. [SF 1447](#) is prescribed for use in soliciting *supplies* or services and for awarding contracts that result from the bids. It *shall* be used when the simplified contract format is used (see [14.201-9](#)) and *may* be used in place of the [SF 26](#) or [SF 33](#) with other *solicitations* and awards. Agencies *may* prescribe additional detailed instructions for use of the form.
- (e) [Reserved]
- (f) [SF 1409](#) (Rev. 9/88), *Abstract of Offers*, and [SF 1410](#) (9/88), *Abstract of Offers-Continuation*. [SF 1409](#) and [SF 1410](#) are prescribed for use in recording bids, as specified in [14.403\(a\)](#).
- (g) [OF 17](#) (Rev. 12/93), *Offer Label*. [OF 17](#) *may* be furnished with each invitation for bids to facilitate identification and handling of bids, as specified in [14.202-3\(b\)](#).
- (h) [OF 336](#) (Rev.3/86), *Continuation Sheet*. [OF 336](#) *may* be used as a continuation sheet in *solicitations*, as specified in [14.201-2\(b\)](#).

## **53.215 Contracting by negotiation.**

### **53.215-1 Solicitation and receipt of proposals.**

The following forms are prescribed, as stated in the following paragraphs, for use in *contracting* by negotiation (except for *construction, architect-engineer services, or acquisitions* made using *simplified acquisition procedures*):

(a) SF 26 (Rev.3/2013), *Award/Contract*. SF 26, prescribed in 53.214(a), may be used in entering into negotiated contracts in which the *signature* of both parties on a single document is appropriate, as specified in 15.509. Block 18 may not be used for negotiated *procurements*.

(b) SF 30 (Rev.11/2016), *Amendment of Solicitation/Modification of Contract*. SF 30, prescribed in 53.243, may be used for amending requests for proposals and for amending requests for information, as specified in 15.210(b).

(c) SF 33 (Rev.9/97), *Solicitation, Offer and Award*. SF 33, prescribed in 53.214(c), may be used in connection with the *solicitation* and award of negotiated contracts. Award of such contracts may be made by either OF 307, SF 33, or SF 26, as specified in 53.214(c) and 15.509.

(d) OF 17 (Rev.12/93), *Offer Label*. OF 17 may be furnished with each request for proposals to facilitate identification and handling of proposals, as specified in 15.210(c).

(e) OF 307 (Rev.8/2016), *Contract Award*. OF 307 may be used to award negotiated contracts as specified in 15.509.

(f) OF 308 (Rev.9/97), *Solicitation and Offer-Negotiated Acquisition*. OF 308 may be used to support *solicitation* of negotiated contracts as specified in 15.210(a). Award of such contracts may be made by OF 307, as specified in 15.509.

(g) OF 309 (Rev.9/97), *Amendment of Solicitation*. OF 309 may be used to amend *solicitations* of negotiated contracts, as specified in 15.210(b).

## **53.216 Types of contracts.**

### **53.216-1 Delivery orders and orders under basic ordering agreements (OF 347).**

OF 347 , Order for *Supplies* or *Services*. OF 347 , prescribed in 53.213 (f) (or an approved agency form), may be used to place orders under indefinite delivery contracts and basic ordering agreements, as specified in 16.703 (d)(2)(i).

### **53.217 [Reserved]**

### **53.218 [Reserved]**

### **53.219 Small business programs.**

The following standard form is prescribed for use in reporting small business (including Alaska

Native Corporations and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, *HUBZone* small business, small disadvantaged business (including Alaska Native Corporations and Indian tribes) and women-owned small business subcontracting data, as specified in [part 19 : SF 294](#) , (Rev. Nov 2021) Subcontracting Report for Individual Contracts. [SF 294](#) is authorized for local reproduction.

## **53.220 [Reserved]**

## **53.221 [Reserved]**

## **53.222 Application of labor laws to Government acquisitions (SF's 308, 1413, 1444, 1445, 1446, WH-347).**

The following forms are prescribed as stated below, for use in connection with the application of labor laws:

(a) [Reserved]

(b) [Reserved]

(c) [SF 308](#) (DOL)(Rev. 2/2013), Request for Wage Determination and Response to Request. (See [22.404-3\(a\)](#) and (b).)

(d) [Reserved]

(e) [SF 1413](#) (Rev.4/2013), *Statement and Acknowledgment*. [SF 1413](#) is prescribed for use in obtaining contractor acknowledgment of inclusion of required clauses in subcontracts, as specified in [22.406-5](#).

(f) Form [SF 1444](#) (Rev.4/2013), *Request for Authorization of Additional Classification and Rate*. (See [22.406-3\(a\)](#) and [22.1019](#).)

(g) [SF 1445](#) (Rev.12/96), *Labor Standards Interview*. (See [22.406-7\(b\)](#).)

(h) [SF 1446](#) (Rev.4/2013.), *Labor Standards Investigation Summary Sheet*. (See [22.406-8\(d\)](#).)

(i) Form [WH-347](#) (DOL), *Payroll (For Contractor's Optional Use)*. (See [22.406-6\(a\)](#).)

## **53.223 [Reserved]**

## **53.224 [Reserved]**

## 53.225 [Reserved]

## 53.226 [Reserved]

## 53.227 [Reserved]

## 53.228 Bonds and insurance.

The following standard forms are prescribed for use for bond and *insurance* requirements, as specified in part 28 . These forms can be found at the GSA Forms Library at <http://www.gsa.gov/forms> . All the following forms are authorized for local reproduction, except for SF 25 B.

- (a) SF 24 (Rev. 8/2016) *Bid Bond*. (See 28.106-1.)
- (b) SF 25 (Rev. 8/2016) *Performance Bond*. (See 28.106-1(b).)
- (c) SF 25A (Rev. 8/2016) *Payment Bond*. (See 28.106-1(c).)
- (d) SF 25B (For Standard Forms 24, 25, and 25A). (Rev.10/1983), Continuation Sheet Forms 24, 25, and 25A (See 28.106-1(c).)
- (e) SF 28 (Rev. Feb 2021) *Affidavit of Individual Surety*. (See 28.106-1(e) and 28.203-1(b)(3).)
- (f) SF 34 (Rev. 8/2016), *Annual Bid Bond*. (See 28.106-1(f).)
- (g) SF 35 (Rev. 8/2016), *Annual Performance Bond*. (See 28.106-1.)
- (h) SF 273 (Rev. 4/2013) *Reinsurance Agreement for a Bond statute Performance Bond*. (See 28.106-1(h) and 28.202(a)(4).)
- (i) SF 274 (Rev. 4/2013) *Reinsurance Agreement for a Bond statute Payment Bond*. (See 28.106-1(i) and 28.202(a)(4).)
- (j) SF 275 (Rev. 10/98) *Reinsurance Agreement in Favor of the United States*. (See 28.106-1(j) and 28.202(a)(4).)
- (k) SF 1414 (Rev. 10/93), *Consent of Surety*.
- (l) SF 1415 (Rev. 7/93), *Consent of Surety and Increase of Penalty*. (See 28.106-1(l).)
- (m) SF 1416 (Rev. 10/98) *Payment Bond for Other than Construction Contracts*. (See 28.106-1(m).)
- (n) SF 1418 (Rev. 2/99) *Performance Bond For Other Than Construction Contracts*. (See 28.106-1(n).)
- (o) OF 91 (1/90Ed.), *Release of Personal Property from Escrow*. (See 28.106-1(o) and 28.203-3(a).)



## **53.229 Taxes (SF's 1094, 1094-A).**

*SF 1094 (Rev.12/96), U.S. Tax Exemption Form, and SF 1094A (Rev.12/96), Tax Exemption Forms Accountability Record.* SF's [1094](#) and [1094A](#) are prescribed for use in establishing exemption from State or local taxes, as specified in [29.302](#) (b).

## **53.230 [Reserved]**

## **53.231 [Reserved]**

## **53.232 Contract financing (SF 1443).**

*SF 1443 (Nov 2021), Contractor's Request for Progress Payment.* [SF 1443](#) is prescribed for use in obtaining contractors' requests for progress payments.

## **53.233 [Reserved]**

## **53.234 [Reserved]**

## **53.235 Research and development contracting (SF 298).**

*SF 298(2/89), Report Documentation Page.* [SF 298](#) is prescribed for use in submitting scientific and technical reports to *contracting officers* and to technical information libraries, as specified in [35.010](#) and ANSI Standard Z39.18.

## **53.236 Construction and architect-engineer contracts.**

### **53.236-1 Construction.**

The following forms are prescribed, as stated below, for use in *contracting for construction*, alteration, or repair, or dismantling, demolition, or removal of improvements.

(a) [Reserved]

(b) [Reserved]

(c) [Reserved]

(d) [SF 1442](#) (Rev. 12/2022.), *Solicitation, Offer and Award (Construction, Alteration, or Repair).*



SF 1442 is prescribed for use in soliciting *offers* and awarding contracts expected to exceed the *simplified acquisition threshold* for-

(1) *Construction*, alteration, or repair; or

(2) Dismantling, demolition, or removal of improvements (and *may* be used for contracts within the *simplified acquisition threshold*), as specified in 36.701(a).

(e) OF 347 (Rev.2/2012), *Order for Supplies or Services*. OF 347, prescribed in 53.213(f) (or an approved agency form), *may* be used for contracts under the *simplified acquisition threshold* for-

(1) *Construction*, alteration, or repair; or

(2) Dismantling, demolition, or removal of improvements, as specified in 36.701(b).

(f) OF 1419 (11/88Ed.), *Abstract of Offers-Construction*, and OF 1419A (11/88Ed.), *Abstract of Offers-Construction, Continuation Sheet*. OF's 1419 and 1419A are prescribed for use in recording bids (and *may* be used for recording proposal information), as specified in 36.701(c).

## **53.236-2 Architect-engineer services (SF's 252 and 330).**

The following forms are prescribed for use in *contracting* for architect-engineer and related services:

(a) SF 252 (Rev.10/23), *Architect-Engineer Contract*. SF 252 is prescribed for use in awarding fixed-price contracts for *architect-engineer services*, as specified in 36.702(a).

(b) SF 330 (Rev. Jul 2021), *Architect-Engineer Qualifications*. SF 330 is prescribed for use in obtaining information from architect-engineer firms regarding their professional qualifications, as specified in 36.702(b)(1) and (b)(2).

## **53.237 [Reserved]**

## **53.238 [Reserved]**

## **53.239 [Reserved]**

## **53.240 [Reserved]**

## **53.241 [Reserved]**

## **53.242 Contract administration.**

### **53.242-1 Novation and change-of-name agreements (SF 30).**

*SF 30, Amendment of Solicitation/Modification of Contract. SF 30*, prescribed in [53.243](#), shall be used in connection with novation and change of name agreements, as specified in [42.1203](#) (h).

## **53.243 Contract modifications (SF 30).**

*SF 30 (Rev.11/2016), Amendment of Solicitation/ Modification of Contract. SF 30* is prescribed for use in amending invitation for bids, as specified in [14.208](#) ; modifying purchase and *delivery orders*, as specified in [13.302-3](#) ; and modifying contracts, as specified in [42.1203\(h\)](#), [43.301](#) , [49.602-5](#) , and elsewhere in this regulation. The form *may* also be used to amend *solicitations* for negotiated contracts, as specified in [15.210](#) (b). Pending the publication of a new edition of the form, Instruction (b), Item 3 (effective date), is revised in paragraphs (3) and (5) as follows:

(b) Item3 (effective date).

(3) For a modification issued as a confirming notice of termination for the convenience of the Government, the effective date of the confirming notice *shall* be the same as the effective date of the initial notice.

(5) For a modification confirming the termination *contracting officer's* previous letter determination of the amount due in settlement of a contract *termination for convenience*, the effective date *shall* be the same as the effective date of the previous letter determination.

## **53.244 [Reserved]**

## **53.245 Government property.**

The following forms are prescribed, as specified in this section, for use in reporting, reutilization, and disposal of Government property and in accounting for this property:

(a) *SF 120 (GSA), Report of Excess Personal Property, and SF 120A (GSA), Continuation Sheet (Report of Excess Personal Property)*. (See [45.602-3](#) and 41 CFR 102-36.215.)

(b) *SF 126 (GSA), Report of Personal Property for Sale, and SF 126A (GSA), Report of Personal Property for Sale (Continuation Sheet)*. (See FPMR 101-45.303 (41 CFR101-45.303.))

(c) *SF 1423 (Rev.5/04), Inventory Verification Survey*. (See [45.602-1\(b\)\(1\)](#).)

(d) *SF 1424 (Rev.5/2004), Inventory Disposal Report (See [45.605](#))*. *SF 1424* is authorized for local reproduction.

(e) SF 1428 (Rev.6/2007), *Inventory Disposal Schedule*, and SF 1429 (Rev.5/2004), *Inventory Disposal Schedule-Continuation Sheet*. (See 45.602-1, 49.303-2, 52.245-1, and 53.249(b).) SF's 1428 and 1429 are authorized for local reproduction.

## **53.246 [Reserved]**

## **53.247 Transportation (U.S. Commercial Bill of Lading).**

The commercial bill of lading is the preferred document for the transportation of property, as specified in 47.101 .

## **53.248 [Reserved]**

## **53.249 Termination of contracts.**

(a) The following forms are prescribed for use in connection with the termination of contracts, as specified in subpart 49.6. These forms are available at the GSA Forms Library at <https://www.gsa.gov/forms>. These forms are authorized for local reproduction except for SF 1034.

(1) SF 1034 (GAO), *Public Voucher for Purchases and Services Other than Personal*. (See 49.302(a).)

(2) SF 1435 (Rev. 03/2016), *Settlement Proposal (Inventory Basis)*. (See 49.602-1(a).)

(3) SF 1436 (Rev. 5/2004), *Settlement Proposal (Total Cost Basis)*. (See 49.602-1(b).)

(4) SF 1437 (Rev. 9/1997), *Settlement Proposal for Cost-Reimbursement Type Contracts*. (See 49.602-1(c) and 49.302.)

(5) SF 1438 (Rev. 5/2004), *Settlement Proposal (Short Form)*. (See 49.602-1(d).)

(6) SF 1439 (Rev. 7/1989), *Schedule of Accounting Information*. (See 49.602-3.)

(7) SF 1440 (Rev. 01/1995), *Application for Partial Payment*. (See 49.602-4.)

(b) SF 1428 (Rev. 6/2007), *Inventory Disposal Schedule*, and Standard Form 1429 (Rev. 1/2016), *Inventory Disposal Schedule-Continuation Sheet*, shall be used to support termination settlement proposals listed in paragraph (a) of this section, as specified in 49.602-2. These forms are available at the GSA Forms Library at <https://www.gsa.gov/forms>.

## **53.250 [Reserved]**

## **53.251 Contractor use of Government supply sources (OF 347).**

*OF 347, Order for Supplies or Services. OF 347 , prescribed in 53.213(f), may be used by contractors when requisitioning from the VA, as specified in 51.102 (e)(3)(ii).*