

FICTITIOUS DEMONSTRATION SAMPLE

# Client review memo

**FICTITIONAL DEMONSTRATION SAMPLE.** This package shows a completed pre-submission review. It was not submitted to DLA.

## Decision requested

Approve the \$51.90 unit price, review the six-tab PDF, and submit by 2026-07-27 at 3:00 p.m. Eastern.

## What is ready

- DIBBS entry sheet with Bid Without Exception, exact product, price, delivery, packaging, quality, country-of-origin, and dated representation answers
- Six-tab combined PDF in the exact order required by the fictional solicitation
- Complete traceability from material heat through the approved manufacturer, distributor, Meridian receipt, and planned shipment marking
- Actual sample quality evidence for the offered lot, not a pointer to documents that are absent from the package
- Amendment 0001 traced into the deadline, protective-cap method, and remarks acknowledgment

## Commercial check

| Check                | Result                                                                        |
|----------------------|-------------------------------------------------------------------------------|
| Landed cost          | \$37.06 per unit                                                              |
| Pricing rule         | Landed cost x 1.40, rounded up to \$0.05                                      |
| Quote price          | \$51.90 per unit                                                              |
| Extension            | \$7,785.00 for 150 EA                                                         |
| Last fictional award | \$49.80 per unit                                                              |
| Difference           | 4.22 percent above the last award, inside the client's 15 percent review band |
| Delivery             | 30 days after receipt of order against 45 days requested                      |

## Final client actions

1. Open the combined PDF and confirm all six tabs are present and readable.
  2. Approve the price and dated representation answers.
  3. Enter the quote fields from the entry sheet, upload the combined PDF, and acknowledge Amendment 0001.
  4. Submit from Meridian's DIBBS account and save the success confirmation.
- The package was screened against the factors that apply to this documented approved-source RFQ in the 40-factor DIBBS playbook. The client submission and actual DIBBS receipt remain outside this pre-submission sample.