

513.106-3 Award and documentation.

File documentation and retention. Contracting officers may use [GSA Form 2010](#), Small Purchase Tabulation Source List/Abstract, to document written and oral quotations. If a lower-priced offer was not evaluated, the contracting officer should document the basis for its rejection, *e.g.*, offeror is debarred or suspended, offer is not responsive to the requirement, offer is a large business (and the acquisition is set aside).

Parent topic: [513.106 \[Reserved\]](#)