

# 14.201-5 PartIV-Representations and instructions.

The *contracting officer shall* prepare the representations and instructions as follows:

(a) *Section K, Representations, certifications, and other statements of bidders.* Include in this section those *solicitation* provisions that require representations, certifications, or the submission of other information by bidders.

(b) *Section L, Instructions, conditions, and notices to bidders.* Insert in this section *solicitation* provisions and other information and instructions not required elsewhere to guide bidders. Invitations *shall* include the time and place for bid openings, and *shall* advise bidders that bids will be evaluated without discussions (see [52.214-10](#) and, for *construction* contracts, [52.214-19](#)).

(c) *Section M, Evaluation factors for award.* Identify the price related factors other than the bid price that will be considered in evaluating bids and awarding the contract. See [14.201-8](#).

**Parent topic:** [14.201 Preparation of invitations for bids.](#)