

## Letter of Commitment or Supply

**This is the approved format for Letters of Commitment or Supply – Forward this to your supplier with the appropriate Solicitation number (if this is for a new offer) or contract number (if this is for adding a new product line or an extension)**

[Submitted on Supplier Letterhead]

[Date (must be within 12 months of offer submittal)]

[Supplier Name\*\*]

[Supplier Point of Contact (POC)]

[Address]

Re: Letter of Commitment or Supply

Dear [Offeror POC],

This Letter of Supply is in reference to the offer that [Offeror Name] submitted in response to Defense Logistics Agency DOD EMALL Solicitation/Contract [enter Solicitation Number if a new offer, or Contract number if an existing contract].

In the event that [Offeror Name] is awarded a Multiple Award Schedule (MAS) contract under the aforementioned solicitation number, [Supplier Name] will assure an uninterrupted source of supply, with sufficient quantities of product, for the duration of the contract period.

[Supplier Name] understands that all products that are offered on MAS contracts must be compliant with the Trade Agreements Act (TAA) (19 U.S.C. 2501, *et seq.*) As such, all products supplied by [Supplier Name] to [Offeror Name] will be TAA compliant. You will be notified immediately upon discovery of any changes in the Country of Origin of supplied products.

[Supplier Name] understands that any products that are offered on MAS contracts and subject to the Berry Amendment, including but not limited to items such as food, clothing, fabrics, fibers, yarns, other made-up textiles, and hand or measuring tools, must be grown, reprocessed, reused, or produced in the United States.

The person whose signature appears below is authorized to make the commitments noted above.

Sincerely,

[Signed by a company official authorized to make the commitment]

*\*The above is a mandatory template and will constitute the first page of the Letter of Supply. Although the content of the template is sufficient, Suppliers may attach additional verbiage in subsequent pages as long as the verbiage does not contradict the statements made above.*

*\*\*Please note that "Supplier" name is synonymous with "Manufacturer" and/or "Distributor."*