



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF ENGINEERING AND BUILDINGS

Serving Government. Serving Virginians.

DEB Notice 040912

(Effective: 04/09/2012)

Format for RFQ and RFP Newspaper Advertisements

In order to provide complete and consistent newspaper advertisements, use the following format:

Commonwealth of Virginia

(Agency Name)

Request for *(Proposals or Qualifications for Professional Services or Work)*

(Title of the services or work)

Documents are located at www.eva.virginia.gov and available from the individual indicated below.

Inquiries should be directed to: *(Agency Contact Name)*

(Agency Contact Telephone Number) or *(Agency Contact Email Address)*

Proposals will be received in accordance with the information posted at www.eva.virginia.gov until *(Time and Date of Receipt)*