

American Embassy Freetown RFQ for IT Supplies

Dear Prospective Offeror/Quoter:

The American Embassy Freetown, Sierra Leone, has a requirement for a contractor to provide: **Genuine IT SUPPLIES**. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. **Standard Form SF-18**
2. **Basic information, statement of work or specifications and technical qualifications.**
3. **Late quotation rules and evaluation method.**
4. **NDAA Compliance Certification**

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors regarding price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by 16:00hrs on or before Monday September 13, 2021. Oral quotations will not be accepted. Offer must include the following key terms and conditions:

- Validity of offer,
- Terms of Payment,
- Delivery time frame
- Certification of NDAA Compliant requirement

All questions related to this RFQ should be sent to FreetownGSOProcurement@state.gov or to the issuing office indicated on Block 5A specified on **Standard Form SF-18** on or before Monday September 13, 2021.

Primary Point of Contact

Martha J. Berry
Phone#: +232 99 105 000
BerryJ3@state.gov

Secondary Point of Contact

Freetown GSO Procurement
Phone#: +232 99 105 500
FreetownGSOProcurement@state.gov

Sincerely,



Martha J. Berry
Contracting Officer

Enclosure:

As Stated.

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ [] IS [x] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 1	O F	PAGE S 5
1. REQUEST NO. PR10191772	2. DATE ISSUED September 3, 2021	3. REQUISITION/PURCHASE REQUEST NO. PR10191772		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING		
5A. ISSUED BY: General Services Office, American Embassy, Freetown, Sierra Leone				6. DELIVER BY <i>(Date)</i> Within Four Weeks from the receipt of PO			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i>				7. DELIVERY X FOB DESTINATION			
NAME Martha J. Berry		TELEPHONE NUMBER					
		AREA CODE +232	NUMBER 99 105 000				
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE American Embassy Freetown, Sierra Leone.			
c. STREET ADDRESS				b. STREET ADDRESS Leicester Peak, Southridge Hill-Station			
d. CITY		e. STATE	f. ZIP CODE	c. CITY Freetown			
				d. STATE N/A	e. ZIP CODE N/A		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS <i>(Date)</i> September 13, 2021		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter					
11. SCHEDULE <i>(Include applicable Federal, State and local taxes)</i>							
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		

1	HP LaserJet 651A Black	2	EA		
2	HP LaserJet 651A Cyan	2	EA		
3	HP LaserJet 651A Magenta	2	EA		
4	HP LaserJet 651A Yellow	1	EA		
5	HP LaserJet 508A toner Black	3	EA		
6	HP LaserJet 508A toner Cyan	3	EA		
7	HP LaserJet 508A toner Magenta	3	EA		
8	HP LaserJet 508A toner Yellow	3	EA		
9	Lexmark 517DE Toners black	2	EA		
10	Lexmark 517DE Toners Cyan	2	EA		
11	Lexmark 517DE Toners Magenta	2	EA		
12	Lexmark 517DE Toners Yellow	2	EA		
13	HP LaserJet 131A Black	2	EA		
14	HP LaserJet 131A Cyan	2	EA		
15	HP LaserJet 131A Magenta	2	EA		
16	HP LaserJet 131A Yellow	2	EA		
17	HP LaserJet 81X	2	EA		
18	HP LaserJet 83X	2	EA		
19	HP LaserJet 700 Transfer Kit	2	EA		
20	HP LaserJet M557 Transfer Kit	2	EA		
21	Lexmark 517DE Transfer Kit	1	EA		
22	HP LaserJet M651 Transfer Kit	1	EA		
23	HP LaserJet 700 Fuser Kit	2	EA		
24	HP LaserJet M557 Fuser Kit	2	EA		
25	HP LaserJet M651 Fuser Kit	1	EA		
26	Computer Wired Mouse	3	EA		
27	Computer wireless Keyboard	3	EA		
28	INNO Instrument View 7 Fiber Optic Fusion Splicer for SM, MM, DS, NZDS Surge Power Extension Strip	1	EA		
29	iPhone 11 Otter boxes	5	EA		
30	Dell Latitude 7290 Docking stations	15	EA		
31	HP LaserJet M651 Toner Collection Unit	3	EA		
32	Dell Latitude 7290 Laptop replacement Hard Disk Drive	2	EA		
33	Dell Latitude 7290 Laptop replacement RAM	3	EA		
34	Smart UPS 1500VA Batteries	3	EA		
35	Dell Latitude C-Connector Power Pack	5	EA		
36	JBL Party Box 300 - High Power Portable Wireless Bluetooth Party Speaker	5	EA		
37	3-in-1 Full HD 1080P Conference Webcam with Microphone and Speaker Wide Angle USB Video Conference Camera	2	EA		

39	ViewSonic MI Portable Projector with Dual Harman Kardon Speakers HDMI USB Type C Auto Keystone Built-in Battery	2	EA		
12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUM BER	%

NOTE: Additional provisions and representations [] are [] are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15 DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
c. COUNTY			a. NAME (Type or print)	b. TELEPHONE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	AREA CODE
				NUMBER

STANDARD FORM 18

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The American Embassy, Freetown needs to procure the following IT SUPPLIES

The total RFQ cost amount shall include FOB, Packing and Handling Charges, Freight, and Insurance Cost direct to Freetown, Sierra Leone.

Validity of Offer: at least 30 days

Product Warranty: Twelve months from the date of installation

Delivery period: Within Four weeks from the issue date of Purchase Order

Payment terms: Net 30 days upon satisfactory delivery and confirmation of receipt of goods/services and submission of Correct Invoice to American Embassy Freetown Financial Management Center at Freetownvendorinvoices@state.gov

CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES (Current thru FAC 2021-2 effective 11/2020)

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: [Acquisition.gov](https://acquisition.gov) this address is subject to change.

DOSAR clauses may be accessed at: <https://acquisition.gov/dosar>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-7	SYSTEM FOR AWARD MANAGEMENT	OCT 2018
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally controlled facility or access to a Federal information system)	JAN 2011
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	JUL 2016
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	OCT 2018
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAY 2020
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers’ Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers’ Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	NOV 2020
52.246-26	REPORTING NON CONFORMING ITEMS	JUN 2020

The following clause is provided in full text:

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (OCT 2020).

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the offeror has represented that it “does not provide covered telecommunications equipment or

services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in paragraph (c)(1) in the provision at 52.204–26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at 52.212–3, Offeror Representations and Certifications—Commercial Items. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it “does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services” in paragraph (c)(2) of the provision at 52.204–26, or in paragraph (v)(2)(ii) of the provision at 52.212–3.

(a) *Definitions.* As used in this provision—

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a

service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) *Representation.* The Offeror represents that—

(1) It will, will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It does, does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded “will” in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C)Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii)For covered services—

(A)If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B)If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded “does” in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i)For covered equipment—

(A)The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B)A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C)Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii)For covered services—

(A)If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B)If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.