

Request for Quotations (RFQ) (under \$250,000)

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	OF 1	PAGES 5
1. REQUEST NO. PR9454207	2. DATE RE-ISSUED 9/23/2020	3. EQUISITION/PURCHASE REQUEST NO. PR9454207		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5A. ISSUED BY: General Services Office, American Embassy, Southridge Hill Station Freetown				6. DELIVER BY (Date) TBD			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY			
NAME Marth Berry		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)			
		AREA CODE +232	NUMBER 99105000	American Embassy, Southridge Hill Station, Freetown.			
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE			
c. STREET ADDRESS				b. STREET ADDRESS			
d. CITY		e. STATE	f. ZIP CODE	c. CITY Freetown			
				d. STATE	e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) September 25, 2020		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 (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES: IT Office Supplies		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	

1	HP Laserjet Toner 651A Black	4	EA		
2	HP Laserjet toner 651A cyan	4	EA		
3	HP laserjet toner 651A magenta	4	EA		
4	HP laserjet toner 651A yellow	4	EA		
5	HP laserjet toner 652A black	4	EA		
6	HP laserjet toner 654A cyan	4	EA		
7	HP laserjet toner 654A magenta	4	EA		
8	HP laserjet toner 654A yellow	4	EA		
9	HP laserjet toner 131A black	3	EA		
10	HP laserjet toner 131A cyan	3	EA		
11	HP laserjet toner 131A magenta	3	EA		
12	HP laserjet toner 131A yellow	3	EA		
13	HP laserjet toner 83X	3	EA		
14	HP laserjet toner 81X	3	EA		
15	HP laserjet toner 508A black	3	EA		
16	HP laserjet toner 508A cyan	3	EA		
17	HP laserjet toner 508A magenta	3	EA		
18	HP laserjet toner 508A yellow	3	EA		
19	Lexmark 517DE black	4	EA		
20	Lexmark 517DE cyan	4	EA		
21	Lexmark 517DE magenta	4	EA		
22	Lexmark 517DE yellow	4	EA		
23	HP laserjet enterprise M553X color printer	3	EA		
24	HP laserjet enterprise 700	2	EA		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMB ER	%

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

Dear Prospective Offeror/Quoter:

The American Embassy Freetown has a requirement for a Contractor to provide **IT Office Supplies**

You are invited to submit a quotation. The Request for quotation (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.

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 with regard to 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.

Your offer must include the following terms and conditions (terms of payment, delivery time frame from receipt of purchase order, warranty, origin of goods, validity of offer) All prices quoted by Local Contractor shall be in local currency - Leones, quotations offered in foreign currency by local Contractors will not be accepted.

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 on or before Noon Friday September 25, 2020. Oral quotations will not be accepted.

Primary Point of Contact

Martha J. Berry
Contracting Officer
Phone: Phone: +232 105 500 000
Email: BerryMJ3@state.gov

Secondary Point of Contact

FreetownGSOProcurement
Phone: Phone: +232 105 500 000
Email: FreetownGSOProcurement@state.gov

Sincerely,

Martha Berry
Contracting Officer

Enclosure:

As Stated,