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

REQUEST FOR QUOTATIONS *(THIS IS NOT AN ORDER)*	THIS RFQ [ ] IS [**x**] IS NOT A SMALL BUSINESS-SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 1	OF	PAGES 5

1. REQUEST NO. **PR9454512**	2. DATE RE-ISSUED **9/23/2020**	3.REQUISITION/PURCHASE REQUEST NO. **PR9454512**	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 **X** FOB DESTINATION OTHER *(See Schedule)*
NAME **Marth Berry** — TELEPHONE NUMBER: 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 Accessories Supplies** (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)

1	APC Smart UPS 1500KvA	10	**EA**		
2	APC Smart UPS 1500kva Batteries	10	**EA**		
3	50m HDMI Cable	2	**EA**		
4	Fiber Optic Toolkit	1	**EA**		
5	HDMI Splitter	1	**EA**		
6	Desktop Webcam	15	**EA**		
7	Portable Powerbanks 20000mah	15	**EA**		
8	Ubiquiti Unifier Access Points	5	**EA**		
9	12 Volt 200AH Deep Cycle Gel Battery	6	**EA**		

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

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 Accessories 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,