



Embassy of the United States of America

Islamabad, Pakistan
Date: Aug 28, 2024
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To: **Offeror**

Request No: **19PK3324Q1127**

From: Contracting Officer
General Services Office
US Embassy,
Diplomatic Enclave, Ramna 5,
Islamabad.

E-mail: AliZ4@state.gov;

Phone: 92-51-2014417

Subject: **Request for Quotation** – **Supply of Blankets**

The U.S. Embassy, Islamabad has an opportunity for the Open Market Offerors to participate in bidding for the “Supply of Blankets”. This will a Firm-Fixed Price Purchase Order and bids from all potential offerors will be accepted based on the assurance of lowest price technically acceptable.

1. Detail of Item(s):

Sr. #	Item’s Details	Required Quantity
1	Blanket Size: Standard Queen Size (96”x108” or 90”x100”) Weight & Quality: Best Quality Single Ply Color: Plain Light Grey/ Beige	400 each

2. Quote’s Submission Due Date:

The Quotations must be submitted electronically with subject line “Quotation for RFQ# 19PK3324Q1127 – Supply of Air Conditioners” and must be received on **or before Close of Business Friday, September 13, 2024**. No quotation will be accepted after the deadline. Submit your quotations to the following email address:

AliZ4@state.gov

3. Terms & Conditions:

a) Mode of Payment:

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the Financial Management Office, US Embassy and satisfactory completion of the delivery of acceptable items.

b) Delivery Schedule & Address:

The delivery is required to be made within 30 days after receiving the PO. The vendor will deliver the supplies at Plot # 80 C, Street# 60, I-10/3, Islamabad. The deliveries will be accepted only on Tuesday and Thursday from 10:00 a.m. to 01:00 p.m. only, the vendors arriving after this time shall be returned without delivering the ordered material.

c) Inspection & Acceptance:

The Embassy Representative will inspect the items at the time of delivery or later to determine the quality, acceptability and payment shall be released accordingly. Any item found with change in Specs, Quality, Brand shall be returned to the vendor without entertaining the payment claim.

4. Requirements:

- a) Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.
- b) Please include list of your clients, you sold similar items within the last two years.
- c) Include below information in bid:
 - i Delivery Period after receiving of Purchase Order.
 - ii Bid must be valid for 15 days from the closing date for this solicitation.
 - iii Acceptance of our Net 30 days Payment terms.
 - iv Valid DUNS Number and SAM Registration is required.
- d) Bid must be valid for 30 days from the closing date for this solicitation.
- e) Acceptance of our Net 30 days payment terms.
- f) Bidder must have a physical business address and good financial health Provide evidence for business address.
- g) Please provide reference of our Request Number 19PK3324Q1127 in all your correspondence regarding this RFQ.
- h) The delivery is required at place reflected in para 3(b) and Embassy will NOT assist the vendor for any inland clearances by furnishing relevant documents i.e., Dip. Note for Customs Clearances & MFA Approvals etc. The vendor will be responsible for door-to-door delivery of the solicited supplies.
- i) Please note that U.S. Embassy is exempted from applicable taxes, therefore, submit tax free quote. The Tax Exemption Certificate may be provided by the Embassy from Ministry of Foreign Affairs upon receipt of Proforma Invoice. This certificate's provision may take time of 45 – 60 days.

5. FAR/ DOSAR Clauses applies on this Solicitation:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link:

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:

<https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
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
52.212-4	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)	JAN 2017
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
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 not covered by Defense Base Act insurance)	APR 1984
52.249-2	Termination for Convenience of the Government (FixedPrice)	Apr 2012

End