



Embassy of the United States of America

Islamabad, Pakistan

Date: Aug 26, 2020

To: Offeror

Request No: **19PK3320Q1024**

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

E-mail: AliZ4@state.gov; LatifM@state.gov;

Phone: 92-51-201-4417

Subject: **Request for Quotation – Mobile Phones**

The US Embassy, Islamabad Pakistan is inviting the bids from the potential vendors of the Open Market **“Trading in the field of Mobile Phones (Company’s Authorized Dealers) Only”**.

1. Item Description

As listed below:

Sr. #	Item’s Details	Required Quantity
1	Mobile Phone <i><u>Samsung Galaxy S20 (8GB & 128GB)</u></i>	20 each

2. 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 US Embassy, Islamabad Warehouse and satisfactory completion of the delivery of acceptable items.

b) Warranty and Company’s Unlock Setting:

The mobile phones must be under company’s unlocked feature and registered with PTA.

c) Period of Performance/ Delivery Address:

- The delivery is required to be made within one (01) week time after receiving the approved Purchase Order.
- Vendor will deliver the ordered supplies at Plot # 281 – 283 (Ex 7up factory), I-9/3, Industrial area, Dry Port Road, Islamabad.
- Deliveries will be accepted only on Tuesdays and Thursdays from 10:00 a.m. to 01:00 p.m. only; deliveries outside these days and time will be refused.
- Contact us at least three working days prior to delivery date, and provide with full name/s (as written on NIC) of the person, driver/helper who will deliver the stuff, along with particulars of Purchase Order, vehicle/s to be used like make, model, color and license plate (registration) number.

3. Purchase Order/ Contract Clauses:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link: <https://acquisition.gov/browsefar>

- 52.249-2: Termination for Convenience of the Government (Fixed-Price) (MAY 2004) Alternate I (APR 1984)
- 52.212-4: Contract Terms and Conditions--Commercial Items (May 2015)
- 52.212-5: Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016)
- 52.243-1: Firm Fixed Price.

4. Quote Submission's Due Date:

Please submit your quote No later than by **September 04, 2020** via Email to following email addresses:

AliZ4@state.gov

LatifM@state.gov

Note: Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.

- Please mention the reference of our Request Number **19PK3320Q1024** on all your correspondence regarding this RFQ for price quotation and matters ahead of that.
- The Embassy needs the delivery detailed in 2(b) above and WILL NOT provide any Custom Clearance related documents in case of any import clearance.
- The Embassy may only provide the Tax Exemption Certificate from **Ministry of Foreign Affairs** after receiving the PROFORMA Invoice and it may take time of 60 – 90 days. The vendor/ firm will be responsible to get the Zero-Rated Certificate from Federal Board of Revenue (FBR).
- Please include list (if available) of your clients whom you sold the equipment of this RFQ for last two years.