



Embassy of the United States of America

Islamabad, Pakistan
Date: Jan 13, 2021

To: Offeror

Request No: **19PK3321Q1005**

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 – Laptops**

The US Embassy, Islamabad Pakistan is inviting the bids from the potential vendors of the Open Market **“Trading in the field of Laptops / Computer Devices (Company’s Authorized Dealers) Only”** Quotes from General Order Suppliers will not be accepted.

1. Item Description

As listed below:

Sr. #	Item’s Details	Required Quantity
1	<p>Laptops with Carrying Bags</p> <p><i>Specification:</i></p> <p>Weight: Less than 4 Pounds HP EliteBook 840 G6 Home and Business Laptop (Intel i5-8265U 4-Core, 16GB RAM, 1TB PCIe SSD, Intel UHD 620, 14.0" Full HD (1920x1080), Fingerprint, WiFi, Bluetooth, Webcam, Win 10 Pro) with Hub</p>	30 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:

The Laptops must be under company's valid warranty time period and Supplier will be responsible for any required services of all the devices within warranty.

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 **January 28, 2021** 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 **19PK3321Q1005** 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 of your clients whom you sold the equipment of this RFQ for last two years.