

## Embassy of the United States of America



Islamabad, Pakistan  
Date: September 14, 2021  
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To: Offeror

Request No: 19PK3321Q1045 – Auto Hand Sanitizer Dispenser

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

E-mail: [AshfaqF@state.gov](mailto:AshfaqF@state.gov)  
Phone: 92-51-201-5152

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Subject: **Request for Quotation – Supply of Auto Hand Sanitizer Dispenser.**

The US Embassy, Islamabad has an opportunity for the Open Market Contractors to participate in bidding for the “Supply of Hand Sanitizer Dispenser”. It will be a Firm-Fixed Price Purchase Order. Bid from all potential offerors will be accepted based on assurance of genuine quality, capability, lead time for delivery and competitive price. You are encouraged to submit your bids before the deadline i.e. September 24, 2021. The vendors dealing in the similar trade are encouraged to participate in this Solicitation.

### 1. Items Description

**Note:** Offered brand/product having below mentioned specifications are also acceptable.  
(Equivalent match to below specs)

Sr. #	Item's Details	Required Quantity	Unit Price in PKR	Total Price in PKR
1	<p><b>Purell Automatic Hand Sanitizer Dispenser</b></p> <p>Offered Product must contain below salient features:</p> <ul style="list-style-type: none"> <li>• 1200 ml Capacity</li> <li>• Automatic with 48” stand</li> <li>• Touchless Dispenser</li> <li>• Battery operated</li> <li>• Portable</li> <li>• Whit/black Color</li> <li>• Plastic material</li> </ul> <p><i>Note: Complete specification sheet of offered item along with price proposal is required for technical evaluation and acceptance.</i></p>	120 Each		
2	Estimated transportation & handling charges till US Embassy, Islamabad.	01 L. Sum		
		Grand Total in PKR =>		

## 2. Quote Submission Due Date:

Quotation must be submitted electronically with subject line "Quotation for RFQ# 19PK3321Q1045 – “Supply of Auto Hand Sanitizer Dispenser”. Quotations must be received **on or before Close of business (COB) Friday, September 24, 2021**. No quotation will be accepted after the deadline. Submit your quotations to the following email address: [AshfaqF@state.gov](mailto:AshfaqF@state.gov)

In order for your quote to be considered, must submit the following documentation: -

### **Requirements:**

Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.

- a. Please include list of your clients, you sold similar items within the last two years.
- b. Include below information in bid:
  - i Delivery Period after receiving of Purchase Order.
  - ii Bid must be valid for 30 days from the closing date for this solicitation.
  - iii Acceptance of our Net 30 days Payment terms.
  - iv Valid DUNS Number and SAM Registration

- c. Bidder must have a physical business address and good financial health to get this award. Provide evidence for business address.
- d. Please provide reference of our Request Number **19PK3321Q1045** in all your correspondence regarding this request for price quotation.
- e. Please note that U.S. Embassy is tax exempted, please submit tax free quote.
- f. Go through all the documents in the solicitation and read them very carefully. Your response must be in accordance with the solicitation and have the bid signed by an authorized representative of your company. Otherwise, the proposal may be considered unacceptable and may be rejected.

### **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 US Embassy Financial Management Office and satisfactory completion of work/delivery of acceptable items.

#### **b) Delivery Schedule/ Period of Performance:**

The delivery is required to be made within 10-15 days after receipt the PO. Delivery of supplies is required at Plot # 80-C, Street # 6, 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.

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 mentioned in the PO, vehicle/s to be used like make, model, color and license plate (registration) number. Please call on landline or cell phone if you have any question regarding this RFQ.

#### **c) Inspection & Acceptance:**

A Government 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. 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**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.204-7	SYSTEM FOR AWARD MANAGEMENT	OCT 2018
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
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	JUL 2016
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)	OCT 2018
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAY 2020
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
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	NOV 2020
52.246-26	REPORTING NON-CONFORMING ITEMS	JUN 2020

**5. EVALUATION CRITERIA:**

The award will be made to the Lowest Price Technically Acceptable vendor, who can meet the salient physical, functional, performance characteristics.

**(End)**

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