Embassy of the United States of America

Islamabad, Pakistan

Date: August 25, 2022

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To: Offeror

RFQ Title: Supply of Computers and Laptops for U.S Embassy, Islamabad

Request Number: PR10653545

Issue Date: August 25, 2022
Closing Date: September 15, 2022

From: International Narcotics and Law Enforcement Pakistan
Procurement Department
US Embassy
Diplomatic Enclave, Ramna 5
Islamabad, Pakistan

E-mail: HamidN@state.gov, yousaftz@state.gov;
Phone: 92-51-2015851

Subject: Request for Price Quotation – Desktop Computers and Laptops

The International Narcotics and Law Enforcement Pakistan, a section of the Embassy of the United States of America in Islamabad announces for the Open Marked Vendors to participate in the bidding process for “Supply of Desktop Computers and Laptops”. This will be a Firm Fixed Price Purchase and bids from all potential offerors will be accepted based on the assurance of genuine product, delivery time and competitive pricing.

Offerors are encouraged to submit their bid before the deadline i.e Thursday, September 15, 2022.

The vendors dealing in the similar trade are required to participate in this Solicitation.
A. The minimum specifications of the items are given below:

<table>
<thead>
<tr>
<th>S/No</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price (PKR)</th>
<th>Total Price (PKR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>New Branded Desktop Personal Computers:</strong> Intel core i7, 11\textsuperscript{th} Generation (latest), RAM 16GB DDR4, Hard Disk SSD-1TB (M.2 NVMe) Lan Port Min 1-Gbps, HDMI Port, VGA Port, USB Ports 5 Ports (3.0 speed), WiFi support, Expansion slots/ports PCI/DIMM (DDR4)/Sata 3.0, DVD Support, Branded Keyboard, Laser Mouse, LCD Monitor 24”-FHD. <strong>HP Pavilion/Envy or Equivalent</strong></td>
<td>29-Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>New Branded Laptops:</strong> 11\textsuperscript{th} Generation, Intel Core i7, 12M Cache, upto 4.70 GHz, RAM DDR4 - 16GB, 1 TB SSD (M.2 NVMe), LAN (Min 1 Gbps)/ HDM/USB-3.0/PCI/VGA, Fingerprint Reader, Webcam HD, WiFi, Bluetooth, Intel Graphics, Wireless Mouse, Carrying Case and with all standard accessories 17-inch (FHD) Display Screen, <strong>Omen/ Pavilion/G Series or equivalent</strong></td>
<td>12-Units</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total Price
B. **Quote Submission Due Date**

The Quotation must be submitted electronically with subject line “Quotation for PR10653545-Supply of Computers and Laptops” and must be received on or before close of business (COB) **September 25, 2022**. No Quotation will be accepted after the deadline.

Submit your quotation to the following email address

HamidN@state.gov
yousaftz@state.gov

C. **Requirements:**

1. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
2. Mention delivery period after receiving of Purchase Order.
3. Bid must be valid for 30-days from the closing date for this solicitation.
4. Acceptance of our Net 30-days Payment terms.
5. Bidders must have a physical business address and evidence for business address.
6. Please provide reference of our Request Number PR10653545 in all your correspondence regarding this RFQ.
7. Individual pricing

D. **Terms and Conditions**

1. **Payment**

Payment will be made through Electronic Funds Transfer (EFT) into Company’s bank account within thirty days after delivery and acceptance of the items and upon submission of legitimate invoice to Financial Management Center (FMC), U.S Embassy, Islamabad. Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in .pdf format to the Financial Management Center to
   IslamabadFMC-Invoices@state.gov
2. One copy clearly marked “DUPLICATE Copy for INLP –
   Islamabad-INLP-Procurement@state.gov

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):

Financial Management Officer (FMO)
US Embassy, Diplomatic Enclave
Ramma-5, Islamabad, PAKISTAN

For payment related queries contractor will contact Financial Management Officer (FMO)
IslamabadFMC-Invoice@state.gov.
2. **Delivery Schedule/Period of Performance**

Ex-stock or 2 weeks from the date of issuance of purchase order. The products are to be delivered in Rawalpindi/Islamabad, Pakistan. Location to be communicated at the time of order. Please provide earliest possible delivery schedule, warranty terms and after sales services for the products in your quote. A binding delivery schedule shall be submitted by the vendor.

3. **SAM registration/NDAA Certification**

The vendor/firm must be registered and on active list with System for Award Management (SAM) (https://www.sam.gov) for doing business with U.S Government and mentioned DUNS number on their bids/quotation and also will provide National Defense Authorization Act (NDAA) Certification (specimen will be provided once the vendor/firm is selected for the task) in which the vendor has to confirm that they do not provide or use prohibited telecom equipment or service described in Public Law 115-232, also known as the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019

4. **Warranty**

The offered brand shall have representation in Pakistan. The offeror shall provide with its offer the detailed warranty provisions that will be applicable for the offered brand in Pakistan.

5. **Inspection & Acceptance**

A U.S. Government representative will inspect the products delivered to determine the quality and acceptability. Substandard products and work shall be notified to vendor.

6. **Evaluation Criteria**

a. The award will be made to the Lowest Price Technically Acceptable vendor that can met the salient physical, functional, performance characteristics as well as after sales network for the offered brand.

b. The vendor will provide details of at least three orders executed within the last two years for the similar category of items with following information
   i. Order number
   ii. Order amount
   iii. Description of items
   iv. Name of Organization

7. **Contract Clauses**

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


- **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)
- **52.204-24** Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)
- **52.204-26** Covered Telecommunications Equipment or Services-Representation (Oct 2020)