

U.S. Consulate General
Karachi, Pakistan
Date: Aug 10th, 2022

To: Offeror Page 1 of 4

Request Number: **PR10996833**
From: Procurement & Contracting Department
U.S. Consulate General
Plot No- 3, 4, 5, New TPX, Area
Mai Kolachi Road
Karachi, Pakistan.
E-mail: KRCProcurementContracting@state.gov
POC: **Azmat Khan** Phone: 92-21-35275000 Ext 5228

RFQ-PR10996833– KHI-IRM-MAILROOM DHL Courier Services Year 2023-2024.

The U.S. Consulate Karachi requires following items for FAC, section and requests your participation in quoting for the said item(s). Please provide us cost, delivery charges and estimated delivery period of the following item and services to **U.S. Consulate General Plot No- 3, 4, 5, New TPX Area, Mai Kolachi Road, Karachi.**

Description of services

Services are required from local vendor to automate all underground tanks with the main tank at the Frere Compound along with all equipment, material and labor per attached SOW.

S.No	Description	Quantity	Unit
1.	DIPLOMATIC POUCH AND MAIL MOVEMENT TO USA FROM KARACHI CHARGES THROUGH REGISTERED COURIER FOR YEAR 2023-2024	01	Job / Agreement

- Proposal Submission date: **August 22, 2022**, and proposals would only be submitted and accepted electronically, no hard copies shall be accepted. Please submit separate files of technical and financial proposals.
- Proposals should be valid for 30 days from the proposal submission deadline.

RFQ-PR10996833– KHI-IRM-MAILROOM DHL Courier Services Year 2023-2024.

Statement of Work:

We at the US Consulate have a frequent usage of diplomatic pouch and mail movement to USA through registered courier, therefore, we need to make a contract agreement for the year 2022-2024. In this regards, we would like to discuss a proposal and invite you to form a Blanket Purchase Agreement with the US Consulate General, Karachi – Department of State.

What is a Blanket Purchase Agreement:

BPA allows us to process minor dollar value purchases (limit is - less than \$3500.00, for each purchase) in a feasible and prompt manner where the funds have already been set aside for said purpose. Payment Terms are Net-30 via electronic funds transfer using your bank details, for multiple purchases in one month after each month (e.g.: all separate purchases made in January, will be consolidated and billed to Financial Management Unit in February) .

- A BPA is a simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources. It is used when a need exists for a wide variety of items, but exact quantities and delivery dates have not been established.
- BPAs specify items/services, but not exact quantities or deliveries.
- BPAs may have established price lists or terms on how pricing will be done under corporate relationship.
- There is no minimum order quantity.
- The agreement has an estimate allotting of yearly budget, with a period of performance (~12 or 24 months) after which a new agreement is formed, if need be.
- Business will be executed in local currency.

Please confirm if this method is apt for the subject service purchases we brings your way, and share if there are means by which your company can support this request with your best corporate package. Please do not hesitate to contact me should you have any questions in this regard.

Following services will be required :

Diplomatic Pouch And Mail Movement to USA from Karachi Through Registered Courier For Year 2022-2024

Prices:

Firm Fixed Price.

TAX: Your prices shall be duty/tax free. U.S. Consulate General Karachi will neither deduct nor pay any tax for this service.

Inspection & Acceptance:

A Government representative will inspect the service(s) delivered to determine the quality and acceptability. Substandard services/products shall be unacceptable at vendor's expense.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon complete delivery to the US Consulate General, Karachi and submission of legitimate invoice to Financial Section after delivery, and submission of receipt.

SUBMISSION OF INVOICE:

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 KarachiFMCInvoices@state.gov
2. One copy clearly marked "DUPLICATE Copy for Proc & Contracting."
Kcreproc@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):

Karachi Fiscal Office
U.S. Consulate General
Plot No- 3, 4, 5, New TPX Are
Mai Kolachi Road
Karachi

For payment related queries contractor will contact Karachi Fiscal Office
KarachiFMCInquiries@state.gov. Contracting Officer takes no responsibility for payment and/or associated queries.

Delivery term:

On BPA call from designated staff of:

U.S. Consulate General
Plot No- 3, 4, 5, New TPX Are
Mai Kolachi Road
Karachi

Contract Clauses:

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link: http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

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)

52.204-24,25,26: Relevant clauses of National Defense Authorization Act (NDAA) will be applicable

Offer Due Date:

1. Please submit your quote on or before **August 22, 2022** to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses: KhanA11@state.gov

No quote will be acceptable after the due date.

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide reference of our Request Number **RFQ- PR10996833**, in all your correspondence regarding this request for price quotation

Evaluation Criterion:

- a) Evaluation of the bid will be made on low-price and technically acceptable.
- b) Delivery/completion of job will be based on BPA terms and conditions.