



U.S. Consulate General
Karachi, Pakistan
Date: May 17, 2021

To: Offeror Page **1 of 5**

Request Number: **PR9886311**
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: **Ali M Qureshi** Phone: 92-21-35275000

**RFQ-- PR9886311- 19PK4021-Q-5011- KHI-P&S: Preventive Maintenance Service-
Photocopiers.**

The U.S. Consulate Karachi requires following Items for **P&S, Section** and requests your participation in quoting for the said Items/Services. Please provide us cost, delivery charges and estimated delivery period of the following services to **U.S. Consulate General Plot number 3, 4, 5- New TPX Area, Mai Kolachi Road, Karachi.**

Item Description:

No	Schedule of Supplies/Services	Qty	Unit	Amount in PKR
1-	Canon authorized sales and service contractor is required to provide monthly preventative maintenance services for photocopiers installed at American Consulate General Karachi.	12	Month	

Total Amount: _____

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DESCRIPTION / SPECIFICATION/ WORK STATEMENT

The Contractor shall perform preventive maintenance service of the Consulate Canon Photo Copiers as per attached list, will be services at least one time every month.

Work Force:

Contract will be awarded inclusive of Technicians / Engineers, required tools and tests to complete the job complete in all aspect as per site requirements. As described in this statement of work.

Health and safety requirements:

The contractor shall and agrees to comply with any and all health, and safety regulation as may be required by the US Consulate during the performance of the work.

Supervision:

The Contractor shall provide all supervision of the work. A Consulate Office supply staff Supervisor will inspect the work on site to insure that tasks meet the requirements of the Contract. He / She will indicate errors and corrections required to the Contractor's Supervisor/Engineers.

1. The maintenance services include inspections, lubrication, adjustment, replacing parts as deemed necessary by the Contractor and all other regular professional preventive maintenance.
2. Barring regular-scheduled American and Pakistani legal holidays and other circumstances beyond either party's control, the maintenance

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services rendered under this contract shall be performed next day of holiday.

Emergency response:

3. Emergency repairs between schedule services will be carried out free of charge to the Government. 4. Contractor will respond to such emergencies during the Consulate's normal duty hours and with (8) eight hours after being notified. Failure to respond will result in no payment for that month's service charged regularized by this contract.

5. For purposes of emergency response notifications, Contractors agrees to supply the Government his cell number.

6. Repairs necessitated by accidents, misuse, neglect, electrical fluctuation, or by acts beyond any person's control will be carried out at the cost of the Government.

7. Contractor will not assume responsibility for any repair work on, or otherwise tampering with part of the machine that was performed by persons other than the authorized *technicians* of the Contractor. Repairs required in such cases will be charged to and be payable by the Government.

8. Contractor will assume responsibility for repair or replacement of any part or component of the machine if has been determined that such part or component become inoperable because of the Contractor's negligence or poor performance.

9. All work is expected to occur on the Government's premises, however, in the event it is necessary to remove any part or component to

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the Contractor's place of business in order to affect repair, the Contractor will first obtain written authorization before removing such Government-owned property, in such cases, the Contractor will provide transportation to and from the Contractor's place of business.

Spare parts:

10. The Government shall supply all spare parts and contractor shall install the parts at no extra expense to the Government. All parts are replaced shall remain the property of the Government and will not be removed from the Government's premises.

11. In the event Machine requires replacement of parts or major repair exceeding the specifications of the contract, the Contractor shall submit as estimate in duplicate and obtain approval of the Government prior to procuring and installing such parts or performing such major repair.

12. If replacement parts are not available either with the Contractor or on the local market the Government may elect to procure them through its own facilities. When feasible, the Contractor shall provide sample advance notice to the Government so that the machine is not out of service for an unnecessary period of time.



LIST OF PHOTOCOPIERS

SL#	Model	SL#	DEPT
1	IR-ADV-4045	HSA000902	COMMON ROOM
2	IR-ADV-5240	JMX01150	COMMON ROOM
3	IR-ADV-4045	HSA000908	APO
4	IR-ADV-4045	HSA00830	CON SEC
5	IR-1024	DRB01668	CON SEC
6	IR-3245	DHN01862	CS&T UNIT
7	IR-2230	THH00808	DOD
8	IR-1024	DQT11837	HEALTH UNIT
9	IR-3245	DHN03545	RSO/FSN
10	IR-2545	RPT00993	FISCAL
11	IR-2545	RPT00955	MAINTENANCE
12	IR-2545	RPT01100	POL/ECON
13	IR-ADV-6265	NMM00941	COMMON ROOM
14	IR-ADV-6575i	SMU00849	CON SEC
15	IR-3245X	WGN01028	MOTOR POOL

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U.S. CONSULATE GENERAL, KARACHI.

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- Karachi, FMC Invoices KarachiFMCInvoices@state.gov (for sending invoice-in PDF format)
- 2- Karachi, FMC Inquiries KarachiFMCInquiries@state.gov (for any query related to payment)

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 Area
Mai Kolachi Road
Karachi

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GENERAL REQUIREMENTS

Contract Clauses:

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

http://aopepd.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)

Offer Due Date:

1. Please submit your quote on or before **May 27, 2021 at 1400Hrs**, to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses:

KRCProcurementContracting@state.gov

No quote will be acceptable after the due date.

1. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
2. Please provide reference of our Request Number **PR9886311**, in all your correspondence regarding this request for price quotation

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