



**Embassy of the United States of America**

Islamabad, Pakistan  
Date: April 27, 2022  
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To: **Offeror**

Request No: **19PK3322Q1072**

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

E-mail: [AqeelM@state.gov](mailto:AqeelM@state.gov), [TaqiSM@state.gov](mailto:TaqiSM@state.gov)  
Phone: 92-51-201-5050

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Subject: **Request for Quotation – Men’s Suit/Uniform**

The U.S Embassy Islamabad, Pakistan intends to procure the Men’s Suit/Uniform as per the below specified details and looking for the quotes from the potential vendors of the open market. In addition, the vendor must be of the Same Trade and fully qualified in garment’s stitching. The quotes from the General Orders Suppliers will not be acceptable and the participating vendors/ companies will be required to submit their brand’s profiles with complete details.

**1. Item Description**

As listed below:

#	Required Item.s	Quantity
1	<b>Men’s Plain Suit (Coat &amp; Pent)</b> Color: <b>Grey</b> Fabric: Tropical Cloth, Blended Fabric For All Season Use Stitching: A Grade Stitching with Slim Fit Style 1 Coat, 2 Pants Set	<b>111 Set</b>
2	<b>Men’s Plain Suit (Coat &amp; Pent)</b> Color: <b>Blue</b> Fabric: Tropical Cloth, Blended Fabric For All Season Use Stitching: A Grade Stitching with Slim Fit Style 1 Coat, 2 Pants Set	<b>111 Set</b>

	<i>Total</i>					<i>222 Set</i>
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**Note:**

- **The size’s details (Small, Medium, Large & X-Large) will be communicated later to the Awardee Vendor.**
- **The Vendors will be required to send us the sample to check the fabric, quality of Stitching and color**

**2. Terms & Conditions:**

**a) Inspection & Acceptance:**

A Government representative will inspect the products delivered to determine the quality/quantity and acceptability. Substandard products shall be returned at vendor’s expense. Facilities Dept. will inspect the required items at the time of delivery.

**b) Payment Terms:**

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, Warehouse Islamabad and satisfactory completion of the delivery of acceptable items.

**a) Delivery Schedule/ Period Of Performance:**

The delivery will be required within 45 days after receiving of the approved Purchase Order and vendor will deliver the ordered garments at the Warehouse of US Embassy, Plot # 80-C, street # 6, I-10/3, Islamabad. The vendor will contact us at least four 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 Due Date:**

Please submit your quote on or before **May 11, 2022; To**

Contracting Officer,  
Procurement & Contracting Section  
U.S. Embassy, Diplomatic Enclave,  
Ramna-5, Islamabad

or via email to following email addresses:

[AqeelM@state.gov](mailto:AqeelM@state.gov)

[TaqiSM@state.gov](mailto:TaqiSM@state.gov)

Please prepare a quotation on your company's letterhead in accordance with the requested details of this RFQ.

- Please provide reference of our Request Number **19PK3322Q1072** in all your correspondence regarding this request for price quotation.
- Please include list (if available) of your clients whom you sold the equipment of this RFQ for last two years.
- The price quote must be exclusive of all Govt. taxes as U.S Mission | Pakistan is exempted from all taxes.
- The awardee vendor will submit the Pro-forma Invoice and Tax Exemption Certificate will be requested to the Ministry of Foreign Affairs, which takes time of 45 – 60 days. The Embassy will not assist in getting the zero-rated Tax Exemption from FBR and it will be at part of the vendor.

\*\*\*\*\* END\*\*\*\*\*