

U.S. Consulate General
Karachi, Pakistan
Date: April 12th, 2022

To: Offeror Page 1 of 3

Request Number: **PR10679409**
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: 92-21-320 110 2218

RFQ-PR10679409 - KHI-FM: BPA Setup for Nurseries & Gardening Materials

The U.S. Consulate Karachi requires following items for FM 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 Are
Mai Kolachi Road
Karachi

Description of items

Please refer to attached excel file

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:

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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." Krcproc@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: 15 Days ARO to the

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://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 **April 21st, 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 **PR10679409**, 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) Lead time (ARO)