



*Embassy of the United States of America*  
**Kabul, Afghanistan**

UNCLASSIFIED

**June 25, 2012**

**American Embassy Kabul  
Great Massoud Road  
Kabul, Afghanistan**

**SUBJECT: RFQ#PR1865636 Office Supplies**

Dear Prospective Offeror:

Enclosed is a Request for Quotations (RFQ) for Office Supplies. We kindly request that you submit your quotation based on the specification mentioned, complete the required block of the attached document, and submit it to [KabulGSOBids@state.gov](mailto:KabulGSOBids@state.gov).

Only bids sent to [KabulGSOBids@state.gov](mailto:KabulGSOBids@state.gov) will be accepted. Please do not send your bids to any other email addresses.

While sending your quotes via email the subject line should be: **PR#1865636 for GSO T8C (Vendor Name) Quote for Office Supplies.**

**Please ensure that your subject line follows this format.** If it does not comply with above format your bid will NOT be accepted.

The deadline for receipt of this RFQ#1865636 is **16:00 local time, June 27, 2012**. No quotations will be accepted after this time.

The U.S. Government intends to award a contract for **Office Supplies** to the responsible company submitting an acceptable quotation at the lowest price. We are only looking to purchase real, original Office Supplies. If you offer poor quality supplies we will not accept them and will not be able to do business with you in the future.

Please do not bid if you do not already have the items available in the stock or cannot receive them in one week from award.

We intend to award the contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need.

Direct any questions by letter regarding this solicitation to [Kabulgsoprocurement@state.gov](mailto:Kabulgsoprocurement@state.gov). Do not send your bids to this email, only questions regarding this solicitation.

Sincerely,

Procurement and Contracting Unit  
U.S. Embassy Kabul

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**

2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	1. REQUISITION NUMBER	PAGE 1 OF
				5. SOLICITATION NUMBER RFQ PR1865636	6. SOLICITATION ISSUE DATE <b>June 25, 2012</b>

<b>7. FOR SOLICITATION INFORMATION</b>	a. NAME <b>Procurement and Contracting Division</b>		b. TELEPHONE NUMBER(No collect calls)	<b>8. OFFER DUE DATE/ LOCAL TIME 16:00PM</b> <b>June 27, 2012</b>

9. ISSUED BY <b>American Embassy Kabul Great Masoud Road, - Kabul Afghanistan</b>	CODE		10. THIS UNRESTRICTED  <input type="checkbox"/> HUBZONE <input type="checkbox"/> 8(A) NAICS: SIZE STD:	11. DELIVERY DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS
				<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER	
				13b. RATING	
			14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		

15. DELIVER TO <b>American Embassy Kabul Great Masoud Road - Kabul,</b>	CODE		16. ADMINISTERED BY	CODE	
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17a.		FACI		18a. PAYMENT WILL BE MADE BY	CODE	
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE
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19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUAN	22. UNIT	23. UNIT	24. AMOUNT
1	<b>Paper 8.5" * 11" (box of 10 reams)</b>	200	Box		
2	<b>Key Holder</b>	500	Each		
3	<b>Desk Lamp</b>	100	Each		
Note: availability of the items and delivery schedule must be stated in the bid.					

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS

29. AWARD OF CONTRACT: REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or Print)

31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION 1449 (REV 4/2002) PREVIOUS EDITION IS NOT USABLE Computer Generated FAR (48 CFR) 53.212

STANDARD FORM

Prescribed by GSA -

19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED AND CONFORMS TO THE CONTRACT 32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE 32c. DATE 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE Great Masoud Road US Embassy Kabul 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE 0700234552

33. SHIP NUMBER PART FINA 34. VOUCHER NUMBER 35. AMOUNT VERIFIED 36. PAYMENT 37. CHECK NUMBER

38. S/R ACCOUNT NO. 39. S/R VOUCHER NO. 40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT 41b. SIGNATURE AND TITLE OF 41c. DATE 42a. RECEIVED BY (PRINT) 42b. RECEIVED AT (Location) 42c. DATE REC'D 42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 4/2002) BACK