



Embassy of the United States of America
Kabul, Afghanistan

UNCLASSIFIED

July 22, 2012

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

SUBJECT: RFQ#PR1922676 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.

Only bids sent to 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#1922676 for GSO O9D (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 is **16:00 local time, June 24, 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. 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				1. REQUISITION NUMBER	PAGE 1 OF	
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER RFQ PR1922676	6. SOLICITATION ISSUE DATE July 22, 2012		
7. FOR SOLICITATION INFORMATION	a. NAME Procurement and Contracting Division		b. TELEPHONE NUMBER(No collect calls)	8. OFFER DUE DATE/ LOCAL TIME 16:00PM		
9. ISSUED BY American Embassy Kabul Great Masoud Road, - Kabul Afghanistan		CODE	10. THIS UNRESTRICTED <input type="checkbox"/> HUBZONE <input type="checkbox"/> 8(A) NAICS: SIZE STD:	11. DELIVERY DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER 13b. RATING	12. DISCOUNT	
15. DELIVER TO American Embassy Kabul Great Masoud Road - Kabul,		CODE	16. ADMINISTERED BY		CODE	
17a.	FACI		18a. PAYMENT WILL BE MADE BY			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE				
19. ITEM	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUAN	22. UNIT	23. UNIT	24. AMOUNT
1	1- Self-Stick Note Pad 3" * 5" (box of 12 pad)		300	Box		
2	2- Self-Stick Note Pad 3" * 3" (box of 12 pad)		500	Box		
3	3- Self-Stick Note Pad 2" * 3" (box of 12 pad)		200	Box		
4	4- Self-Stick Note Pad 2" * 2" (box of 12 pad)		100	Box		
5	5- Polyester Film Tape 3"(poking tape clear)		500	Roll		
6	6- Box Sealing Tape 3" (poking tape yellow)		200	Roll		
7	7- Tape Cellophane 3/4"		300	Roll		
8	8- Invisible Tape 3/4"		100	Roll		
9	9- Large Tape 1"clear		100	Roll		
10	10- Correction Tape		200	Each		
11	11- Mechanical Pencil Lead 0.7 (box of 12 tube)		30	Box		
12	12- Mechanical Pencil Lead 0.5 (box of 12 tube)		20	Box		
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 Only)

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

STANDARD FORM

1449 (REV 4/2002)

PREVIOUS EDITION IS NOT USABLE

Computer Generated

Prescribed by GSA -

FAR (48 CFR) 53.212

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