



Embassy of the United States of America
Kabul, Afghanistan

UNCLASSIFIED

Issue Date: February 23, 2012

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

SUBJECT: RFQ 1654184 A4 Size Paper Best Quality.

Dear Prospective Quoter:

Enclosed is a Request for Quotations (RFQ) A4 Size Paper Best Quality. We kindly request you to submit your quotation based on the attached Specification, complete the required Block of the attached document, and submit it to the following e-mail address which is also shown on the Standard Form 1449 that follows this letter.

Contracting and Procurement Division
American Embassy Kabul
Great Masoud Road
E-Mail KabulGSOBids@state.gov

Please submit your quotation through e-mail add "Quotation Enclosed" to the above mentioned address.

The deadline for receipt of RFQ is 15:00PM local time, **March 01, 2012**. No quotations will be accepted after this time.

Subject Line Format must be: (Vendor Name) Bid-Quote for mentioned PR for GSO PA A1Z. Please ensure that your subject line follows this format. If it does not your bid may NOT be accepted.

The U.S. Government intends to award a contract for A4 Size Paper Best Quality for US Embassy Kabul to the responsible company submitting an acceptable quotation at the lowest price. 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 to do so.

Direct any questions by email regarding this solicitation to KabulGSOBids@state.gov during regular business hours.

Sincerely,

Contracting and Procurement Division
American Embassy Kabul
Great Masoud Road

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

I. REQUISITION NUMBER PAGE 1 OF

2. CONTRACT NO. 3. AWARD/EFFECTIVE DATE 4. ORDER NUMBER 5. SOLICITATION NUMBER **RFQ 1654184** 6. SOLICITATION ISSUE DATE **February 23, 2012**

7. FOR SOLICITATION INFORMATION CALL **A1Z Procurement and contracting Division** b. TELEPHONE NUMBER(No collect calls) **8. OFFER DUE DATE/ LOCAL TIME 12:00PM March 01, 2012**

9. ISSUED BY **American Embassy Kabul Great Masoud Road, - Kabul Afghanistan** CODE 10. THIS ACQUISITION IS **UNRESTRICTED** 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS

HUBZONE SMALL BUSINESS 8(A) NAICS: SIZE STD:

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION RFQ IFB RFP

15. DELIVER TO **American Embassy Kabul Great Masoud Road - Kabul, Afghanistan** CODE 16. ADMINISTERED BY CODE

17a. CONTRACTOR/OFFEROR CODE FACILITY CODE 18a. PAYMENT WILL BE MADE BY CODE TELEPHONE NO.

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 SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	A4 Size Paper Best Quality (Box contains of 5 Reams)	2000	Box's		
2	Monthly Delivery Charges of 100-150 Boxes from vendor Stock to US Embassy, Kabul, Afghanistan	12	Month		
(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. 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS 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 SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

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

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, EXCEPT AS NOTED: _____

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			
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
PARTIAL	FINAL			<input type="checkbox"/> COMPLETE	<input type="checkbox"/> PARTIAL	
38. S/R ACCOUNT NO.	39. S/R VOUCHER NO.	40. PAID BY				
41.a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (PRINT)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42b. RECEIVED AT (Location)		
				42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS	

STANDARD FORM 1449 (REV. 4/2002) BACK

*****Special Note: *****

VALIDITY OF PRICES:

1. Prices shall remain valid for a period of 30 days from submission of the quotation. The U.S. Embassy shall have the right to contract services at any time during this validity period, if required.
2. All costs/unit prices must be exclusive of customs, taxes and duties.
3. Prices shall be provided in Afghani or U.S. Dollars. If in Afghani, the monthly U.S. Embassy exchange rate will be automatically applied In order to compare the quotations received in other currency(s).

ADVANCE PAYMENT:

The Financial Regulations and Rules of the U.S. Embassy preclude advance payments or payments by Letters of credit. Such provisions will be prejudicial to its evaluation by the U.S. Embassy. The normal payment terms of the U.S. Embassy are 30 days upon satisfactory completion of goods, work and services based on acceptance thereof by US Embassy.

Company must consider that, it's a partial deliveries and partial payment process for a year.