



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

UNCLASSIFIED

1/8/2015

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

Dear Prospective Offeror:

Enclosed is a Request for Quotations (RFQ) for **Supply and Delivery of Cartridges**. 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: **RFQ#PR3986851 for GSO PA Z4P (Vendor Name) Quote for Cartridges**

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 **13:00 local time, January 14th, 2015**. No quotations will be accepted after this time.

The U.S. Government intends to award a contract for **supply and delivery of Cartridges** to the responsible company submitting an acceptable quotation at the lowest price. We are only looking to purchase best service. If you offer poor services we will not accept them and will not be able to do business with you in the future.

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.

Offers that fall within our competitive range require additional processing for companies wishing to do business with the U.S. Embassy in Kabul, Afghanistan.

This extra risk analysis vetting is performed on key contractor personnel; including host country, third country, U.S. citizens, and Legal Permanent Residents of the United States. The vetting process applies to all contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), and BPA calls.

A request for information will be emailed to offerors in the competitive range or selected vendors, and all interested vendors must provide all information requested in the DS Form 4184, Risk Analysis Information. Vendors are required to submit the requested data required for vetting via a secure online portal linking them to the Risk Analysis Management (RAM) office; access to the Portal and instructions for creating an account will be provided to the vendor by email.

Successful passing of vetting is one condition of receiving award. Other factors are price reasonableness and technical acceptability. Each vendor should submit the requested data via the secure online RAM portal within 3-5 days after being contacted. Vendors who do not provide the information will not be considered for contract awards.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER PR3986851	6. SOLICITATION ISSUE DATE January 8, 2015	
7. FOR SOLICITATION INFORMATION CALL: Z4P Procurement Agent		b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/ LOCAL TIME January 14, 2015	
9. ISSUED BY GSO/Procurement American Embassy Kabul Great Massoud Road E-mail: KabulGSOBids@state.gov		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: ___ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO American Embassy Kabul Great Massoud Road - Kabul, Afghanistan		16. ADMINISTERED BY			
17a. CONTRACTOR/OFFERER	17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18a. PAYMENT WILL BE MADE BY			
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 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.			<input type="checkbox"/> 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
	CE400A Black (HP L J)	15			
	CE401A Cyan (HP L J)	10			
	CE402A Yellow (HP L J)	10			
	CE403A Magenta (HP L J)	10			
	CC364A (HP L J)	15			

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			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
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>		
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 (<i>Print</i>)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42b. RECEIVED AT (<i>Location</i>)	
				42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 2/2012) BACK

Clauses

*** Please hold Ctrl key on your keyboard and Click on the Hyperlinks below to refer to each of the clauses.

[52.212-1 Instructions to Offerors—Commercial Items.](#)

[52.212-2 Evaluation—Commercial Items.](#)

[52.212-3 Offeror Representations and Certifications—Commercial Items.](#)

[52.212-4 Contract Terms and Conditions—Commercial Items.](#)

[52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items.](#)

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

VALIDITY OF PRICES:

1. Prices shall remain valid for a period of 60 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).

SAM and Duns:

Companies that are not registered with SAM and do not have a valid DUNS and CAGE code are not eligible to bid on this solicitation.

For SAM and Duns registration, please follow the below link.

Kabul.usembassy.gov

http://photos.state.gov/libraries/afghanistan/941877/Procurement/GVRI_V2.pdf

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.

RISK ANALYSIS MANAGEMENT (RAM):

Offers that fall within our competitive range require additional processing for companies wishing to do business with the U.S. Embassy in Kabul, Afghanistan.

This extra risk analysis vetting is performed on key contractor personnel; including host country, third country, U.S. citizens, and Legal Permanent Residents of the United States. The vetting process applies to all contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), and BPA calls.

A request for information will be emailed to offerors in the competitive range or selected vendors, and all interested vendors must provide all information requested in the DS Form 4184, Risk Analysis Information. Vendors are required to submit the requested data required for vetting via a secure online portal linking them to the Risk Analysis Management (RAM) office; access to the Portal and instructions for creating an account will be provided to the vendor by email.

Successful passing of vetting is one condition of receiving award. Other factors are price reasonableness and technical acceptability. Each vendor should submit the requested data via the secure online RAM portal within 3-5 days after being contacted. Vendors who do not provide the information will not be considered for contract awards.

*****Do not forget that, your attachment must not exceed 5 MB*****