



*Embassy of the United States of America
Phnom Penh, Cambodia*

October 05, 2012

General Services Office
#1, Street 96,

Phnom Penh, Cambodia
Tel: 023 728 000
Fax: 023 728 400

Dear Prospective Offerors:

SUBJECT: Solicitation SCB600-13-Q-0002 – Request for Quotation for “The Supply of Computer Equipment for the U.S. Embassy in Phnom Penh.”

The U.S. Embassy Phnom Penh invites you to submit a quotation for “The Supply of Computer Equipment”. A detailed list of the Computer Equipment are in the enclosure.

Your quotation must be submitted in a sealed envelope marked "Quotation for the Supply of Computer Equipment for the U.S. Embassy in Phnom Penh" to GSO-Procurement Section, # 1, Street 96, Phnom Penh, CAMBODIA or be sent by email to PhnomPenhProcurement@state.gov on or before **4:00 PM on October 23, 2012**. No quotation will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-18
2. Specifications and brand name/model of the products offered

Late quotations will not be accepted and evaluation method is the lowest price, technically acceptable (LPTA) method.

Direct any questions regarding this solicitation to PhnomPenhProcurement@state.gov during regular business hours.

Sincerely,
Dianne Syrvalin
Contracting Officer

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ [] IS [x] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 1	OF 1	PAGES 3
1. REQUEST NO. SCB600-13-Q-0002	2. DATE ISSUED October 5, 2012	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING			
5A. ISSUED BY American Embassy Phnom Penh # 1, St. 96, Sangkat Wat Phnom, Phnom Penh				6. DELIVER BY (Date) 1 – 2 weeks after issuing order			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY			
NAME Dianne Syrvalin phnompenhprocurement@state.gov		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)			
		AREA CODE	NUMBER 023 728 000				
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE U.S Embassy Phnom Penh			
c. STREET ADDRESS				b. STREET ADDRESS # 1, St. 96, Wat Phnom			
d. CITY		e. STATE	f. ZIP CODE	c. CITY Phnom Penh, Cambodia			
				d. STATE	e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) October 23, 2012		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter					
11. SCHEDULE (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		
01	Computer Laptop	20	each				
02	Symantec Antivirus	20	each				
03	Office Home and Student 2010 with DVDs	20	each				
04	Printer#1	01	each				
05	Toner Cartridges (Black/Cyan/Magenta/Yellow) for printer #1	03	set				
06	Printer # 2	01	each				
07	Toner for printer #2, Black & White	03	each				
08	Projector	04	each				
09	Screen projector	04	each				
10	UPS	01	each				
12 DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS		
					NUMBE R	%	
NOTE: Additional provisions and representations [X] are [] are not attached.							
13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION		
a. NAME OF QUOTER							
b. STREET ADDRESS			16. SIGNER				
c. COUNTY			a. NAME (Type or print) Dianne Syrvalin		b. TELEPHONE		
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print) Contracting Officer		AREA CODE		
					NUMBER		

No.	Specification of Items	Quantity	Unit
01	Computer Laptop OS Windows 7 64Bit Processor Intel(R) Core(TM) i5 Graphics Integrated Memory 6 or 8 Gigs Hard Drive 500GB 5400 rpm Hard Drive Display 15" Optical Drive DVD+/-R/RW Wireless 802.11b/g /n WLAN Networking 10/100/ 1000 RJ45	20	each
02	Symantec Antivirus	20	each
03	Office Home and Student 2010 with DVDs	20	each
04	Printer #1 Office Printer All in one, Laser, Color Printer Functions Print, Copy, Scan, fax Network 10/100/1000 RJ45	1	each
05	Toner Cartridges (Black/Cyan/Magenta/Yellow) for printer #1	3	set
06	Printer #2 Office Printer All in one, Black & White, laser Functions Print, Copy, Scan, Fax Network 10/100/100 0 RJ45	1	each
07	Toner Cartridges for printer #2	3	each
08	Projector Portable office projector Interactive Projector Network 10/100 RJ45 Resolution SVGA (800 x 600), GA (1024 x 768) Contrast Ratio 4000:1 Computer Compatibility PC, Mac Audio Yes Connectors VGA, DVI, S-Video, HDMI, USB	4	each
09	Projector screen *PRODUCT MANUAL PULL-DOWN PROJECTION SCREEN 120 in	4	each
10	UPS RACKMOUT, 3 input cable included IEC-320 C20, Schuko CEE 7 / EU1-16P, British BS1363A 1 x Basic Power Distribution Unit 15 x IEC 320 C13 outlets	1	each

Submission of Invoices

Payment term: Full payment will be made within 30 days upon receipt of the products and invoices.

Invoice: Invoice should be clearly stated Purchase Order (PO) reference number and send to:
Financial Management Officer
1, St. 96, Sangkat Wat Phnom, Daun Penh
Phnom Penh, Cambodia
Email: PHPVoucher@state.gov