



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

September 19, 2012

General Services Office
#1, Street 96,
Phnom Penh, Cambodia
Tel: 023 728 000
Fax: 023 728 400

Dear Prospective Offerors:

SUBJECT: Solicitation SCB600-12-Q-0023 – Request for Quotation for “The Supply of Mattresses and Box-Springs for the U.S. Embassy in Phnom Penh.”

The U.S. Embassy Phnom Penh invites you to submit a quotation for “The Supply of Mattresses and Box-Springs”. A detailed list of the mattress and box-spring are in the enclosure.

Your quotation must be submitted in a sealed envelope marked "Quotation for the Supply of Mattresses and Box-Springs 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 September 24, 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 the 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. SCB600-12-Q-0023	2. DATE ISSUED September 19, 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 American 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) September 24, 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	Queen mattress, size: L 230cm, W 150cm, H 21cm	30	each				
02	Queen box-spring, size: L 230cm, W 150cm, H 21cm	30	each				
03	Twin mattress, size: L 188cm, W 95cm, H 20cm	20	each				
04	Twin box-spring, size: L 188cm, W 95cm, H 20cm	20	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		

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