



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

March 03, 2015

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

Dear Prospective Offerors:

SUBJECT: Solicitation SCB60015Q0012 – Request for Quotation for “The Supply of Office Tables and Chairs for the US Embassy Phnom Penh”

The U.S. Embassy Phnom Penh invites you to submit a quotation for “The Supply of Office Tables and Chairs for the US Embassy Phnom Penh.” A detailed list of the requirement is enclosed.

Your quotation must be submitted in a sealed envelope marked " The Supply of Office Tables and Chairs for the US Embassy Phnom Penh," GSO-Procurement Section, # 1, Street 96, Phnom Penh, Cambodia or be sent by email to PhnomPenhProcurement@state.gov on or before **12:00 PM on March 13, 2015**. 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,

Rebecca C Raman
General Services 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 2	OF 1	PAGES 3
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1. REQUEST NO. SCB60015Q0012	2. DATE ISSUED March 03, 2015	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY American Embassy Phnom Penh # 1, St. 96, Sangkat Wat Phnom, Phnom Penh	6. DELIVER BY (Date) 4 – 6 weeks after issuing order
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)
NAME Rebecca C Raman phnompenhprocurement@state.gov	TELEPHONE NUMBER AREA CODE 023 728 000	

8. TO:	9. DESTINATION
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a. NAME	b. COMPANY U.S Embassy Phnom Penh	a. NAME OF CONSIGNEE U.S Embassy Phnom Penh
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c. STREET ADDRESS	b. STREET ADDRESS # 1, St. 96, Wat Phnom
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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) March 13, 2015 @ 12.00 PM	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
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Rectangular table or Equivalent	02	Set		
2	Office Arm Chair or Equivalent (Details specifications enclosed)	40	Each		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER %
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NOTE: Additional provisions and representations [X] are [] are not attached.

13 NAME AND ADDRESS OF QUOTER a. NAME OF QUOTER	14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15 DATE OF QUOTATION
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b. STREET ADDRESS	16. SIGNER
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c. COUNTY	a. NAME (Type or print) Rebecca C Raman	b. TELEPHONE
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d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print) General Services Officer	AREA CODE NUMBER
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Specifications of Electronic Mobile Devices:

No.	Required Technical Specifications		Unit
1	Rectangular table or Equivalent	- W x D x H: 48” x 42” x 28 ½” - Leg type: T-Legs (see attached sample)	02 Set
2	Office Arm Chair or Equivalent	- Type: Arm chair - Wheel support - Description: A sophisticated office chair with an innovative Kinematic Spine that bends and flexes with your every move. The instruction manual says it all: “Sit down.” No tweaking required. The Lyris 2 fabric works with the chair spine to distribute your weight evenly and conform to your contours, for maximum support and ease of movement. It also allows for air circulation to keep you cool. (see attached sample)	40 Each
<p>** Remark: Vendor must guarantee that all of the offered items are new, not factory refurbished..</p>			

Special Requirements:

- *Quotation will be evaluated on **Item-by-Item basis.***
- *Quotation shall be provided with the detailed technical specifications and including product brochure or / catalog for each item.*
- *For the Oversea vendors, please include shipping cost charge to CRP address:*
Delivery to CRP address:
C/O Lincoln Moving & Storage
8420 South 190 Street
Kent, WA 98031
(425) 251 5900
- ***Payment Terms:** Full payment will be made within 30 days upon receipt of the products and invoices. 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

* The U.S Embassy Phnom Penh calls to your attention to the requirement of clause 52.204-7 - SYSTEM FOR AWARD MANAGEMENT (JULY 2013) in the solicitation document. The contractor must register in System for Award Management, and for registration, please follow the link: <https://www.sam.gov/portal/public/SAM/>. Please see attached a quick-guide indicating steps of registration.