

San Salvador, El Salvador, C.A.  
May 14, 2013

Dear Prospective Offeror/Quoter:

The American Embassy San Salvador, has a requirement for a contractor to provide High Density Mobile Files. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information and specifications.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by May 30, 2013, at 10:00 a.m. Oral quotations will not be accepted.

Sincerely,

Douglas DeMaggio  
Contracting Officer

Enclosure:  
As Stated.

<b>REQUEST FOR QUOTATIONS</b> <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. <b>S-ES600-13-Q-0020</b>	2. DATE ISSUED <b>05/14/2013</b>	3. REQUISITION/PURCHASE REQUEST NO. <b>PR2507458</b>	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING		
5A. ISSUED BY <b>General Services Office, American Embassy, (North Gate)</b> <b>Blvd. y Urb. Santa Elena, Antiguo Cuscatlán, El Salvador</b>			6. DELIVER BY (Date) <b>30 DAYS</b>				
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)			7. DELIVERY				
NAME <b>Mayra Melara</b>		TELEPHONE NUMBER		FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)			
		AREA CODE	NUMBER <b>2501-2806</b>				
8. TO:			9. DESTINATION				
a. NAME		b. COMPANY			a. NAME OF CONSIGNEE <b>Embajada Americana</b>		
c. STREET ADDRESS			b. STREET ADDRESS <b>Blvd. y Urb. Santa Elena, Antiguo Cuscatlan,</b>				
d. CITY		e. STATE	f. ZIP CODE	c. CITY <b>El Salvador</b>			
				d. STATE	e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>May 30, 2013 at 10:00 a.m.</b>		<b>IMPORTANT:</b> 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)
<b>1</b>	<p><b>Provide a quotation for high density mobile file cabinets, per attached specifications.</b></p> <p><b>Site visits:</b>  <b>Centro Penal La Esperanza – Monday May 20, 10:00 a.m.</b>  <b>Carcel de Mujeres, Ilopango, Tuesday May 21, 10:00 a.m.</b></p> <p><b>Quotations to be delivered at the Embassy North Gate, final Calle Conchagua.</b>  <b>Closing date: May 30, 2013 at 10:00 a.m.</b>  <b>No late proposals will be accepted.</b></p> <p><b>IVA exemption card: EU-648</b></p>				

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMBER	%

NOTE: Additional provisions and representations [ ] are [ x ] 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)		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
					NUMBER	

**STANDARD FORM 18**

## HIGH DENSITY MOBILE FILE SPECIFICATIONS:

### 1. Mobile Files for MARIONA

Quantity:	2
Location:	Centro Penal La Esperanza, Calle a Mariona Ayutuxtepeque, San Salvador.
Approximate Total Measurements:	1. 5.8 long x 3.8 wide 2. 6.1 long x 2.2 wide
Requirements:	Each High density mobile files must have at least 8 filing cabinets for letter size files, the size of each cabinet will depend on the total measure.
Trays:	Adjustable Trays for considering Letter size files
Material:	Wood and Metal as shown in the picture

### 2. Mobile File for Ilopango

Quantity:	1
Location:	Carcel de Mujeres, Centro Penal de Ilopango
Approximate Total Measurements:	5.70 Long x 1.70 wide
Requirments:	The High density mobile file must have at least 8 filing cabinets for letter size files, the size of each cabinet will depend on the total measure.
Trays:	Adjustable Trays for considering Letter size files
Material:	Wood and Metal as shown in the picture



Site Visit to take measurements and discuss the requirements of this RFQ will be held on:

Centro Penal La Esperanza, Calle a Mariona: Monday May 20, 10:00 a.m.

Carcel de Mujeres, Ilopango: Site visit: Tuesday May 21, 10:00 a.m.

Offerors interested in attendance should contact the following individual:

<u>Mayra Melara</u>	<u>2501-2806</u>	<u>2501-2347</u>
NAME	TELEPHONE NUMBER	FAX NUMBER

## EVALUATION CRITERIA

Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price.

The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ. The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- otherwise qualified and eligible to receive an award under applicable laws and regulations.

### **FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

This purchase order incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

DOSAR clauses may be accessed at:

<http://www.statebuy.state.gov/dosar/dosartoc.htm>