

San Salvador, El Salvador, C.A.  
March 7, 2014

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 March 20, 2014, at 11:00 a.m. Oral quotations will not be accepted.

Sincerely,



Fritz Berggren

Fritz Berggren  
Contracting Officer

Enclosure:  
As Stated.

**REQUEST FOR QUOTATIONS**  
*(THIS IS NOT AN ORDER)*

THIS RFQ [ ] IS [x] IS NOT A SMALL BUSINESS-  
SMALL PURCHASE SET-ASIDE (52.219-4)

PAGE	DF	PAGES
1		3

1. REQUEST NO. <b>SES600-14-Q-0036</b>	2. DATE ISSUED <b>03/07/2014</b>	3. REQUISITION/PURCHASE REQUEST NO. <b>PR3188668</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) Blvd. y Urb. Santa Elena, final Calle Conchagua, 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>Kryssia Blandon</b>	TELEPHONE NUMBER	FOB DESTINATION <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> (See Schedule)
	AREA CODE NUMBER <b>2501-2830</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>March 20, 2014 at 11:00 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>	<b>Provide a quotation for high density mobile file cabinets as per attached specifications.</b>  <b>Site visits:</b> <b>Centro Penal de Usulután – Friday, march 14, 2014 at 10:00 a.m.</b>  <b>Quotations to be delivered at the Embassy North Gate final Calle Conchagua.</b> <b>Closing date: March 20, 2014 at 11:00 a.m.</b> <b>No late proposals will be accepted.</b>  <b>IVA exemption card: EU-648</b>				

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

## HIGH DENSITY MOBILE FILE SPECIFICATIONS:

### 1. Mobile Files for USULUTAN

Quantity:	1
Location:	Centro Penal de USULUTAN, Final 2° Av. Norte, Usulután.
Approximate Total Measurements:	8.22 mts long x 3.70 mts wide x 2.70 mts high, the mobile file will have to fit on this area
Requirements:	Each High density mobile files must have at least 6 filing cabinets for legal size files (tamaño oficio), the size of each cabinet will depend on the total measure.
Trays:	Adjustable Trays and mobile bodies
Material:	Wood and Metal as shown in the picture



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

Centro Penal de Usulután, Final 2º Av. Norte, Usulután: Friday, March 14, 2014 at 10:30 am

Offerors interested in attending should contact the following individual:

<u>Kryssia Blandon</u>	<u>(503) 2501-2830</u>	<u>blandonki@state.gov</u>
NAME	TELEPHONE NUMBER	E-MAIL

## 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>