



Embassy of the United States of America

American Embassy of Guatemala
May 27, 2014

To: Prospective Quoters

Subject: Request for Quotations number **SGT50014Q0041**

The American Embassy of Guatemala- INL is seeking a contractor to provide qualified and experienced **PREMIUM DOG FOOD** at different outpost sites of Guatemala.

Enclosed is a Request for Quotation (RFQ). If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation. Complete the required portions of the attached document **SF1449** and submit **one original and one copy of your quotation in Quetzales** to the **General Services Office- Procurement Section**, American Embassy of Guatemala, Avenida Reforma 7-01, Zona 10, Attn: Richard Benhke, **not later than Tuesday, June 26, 2014 at 17:00 a.m. local time.** Oral quotations will not be accepted.

When preparing your quotation, please consider the following:

1. The clauses included within the Solicitation Package shall apply to the resulting Contract.
2. Payment will be made in Quetzales by US Treasury Check, in accordance with the Prompt Payment Act, FAR Clause 52.232-25, Section No. 2. Please take into consideration that American Embassy of Guatemala will process payment upon receipt of original invoice. The payment will be processed not later than 30 days after the receipt of your invoice. If by any reason American Embassy of Guatemala exceeds this period, American Embassy of Guatemala will compensate the contractor with daily interest for the days the payment has been delayed.
3. American Embassy of Guatemala is exempt from payment of IVA. An IVA exemption form will be provided. **Please provide your NIT.**
4. Per American Embassy of Guatemala acquisition guidelines, please be advised that this request is not a commitment by American Embassy of Guatemala to support the activity and that your decision to submit your quotation is at your expenses associated with preparation and submittal of the quotation are your responsibility.
5. American Embassy of Guatemala will carry out a **pre-proposal conference on Monday, June 9, 2014 at 10:00 am on INL Building (1ra. Avenida 7-59, Zona 10)** to clarify any information regarding the RFQ and the submission of the quotations. You may submit your questions via email ValdezVM@state.gov not later than Monday, June 2, 2014. After this meeting, no additional questions will be answered.



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The U.S. Government intends to award a contract to the responsible offeror whose quotation will represent the “Best Value” for the US Government based on initial quotations, without holding discussions. Quotations should be submitted initially on the most favorable terms, from a price and technical standpoint.

Issuance of this solicitation does not constitute an award commitment on the part of the U.S. Government nor does it commit the U.S. Government to pay for the costs incurred in the submission of a quotation. Further, the Government reserves the right to reject any or all quotations received, and to negotiate separately with an offeror, if such action is considered to be in the best interest of the Government.

Sincerely,

A handwritten signature in blue ink that reads "Richard Behnke".

Richard Behnke
Contracting Officer

Enclosures:

1. Standard Form 1449
2. Solicitation Package -Statement of Work
3. Clauses incorporated by reference

2 CONTRACT NO.	3 AWARD/EFFECTIVE DATE	4 ORDER NUMBER	5 SOLICITATION NUMBER SGT50014Q0041	6 SOLICITATION ISSUE DATE 5/27/2014
7. FOR SOLICITATION INFORMATION CALL	a. NAME Valerie M Valdez	b. TELEPHONE NUMBER 502-2326-4232	8. OFFER DUE DATE/LOCAL TIME 6/26/2014 / 17:00	

9 ISSUED BY AMERICAN EMBASSY GUATEMALA CITY Avenida Reforma 7-01, Zona 10. ATTN: GSO - PROCUREMENT SECTION Guatemala GUATEMALA	CODE GT500	10 THIS ACQUISITION IS _ UNRESTRICTED _ SET ASIDE: % FOR _ SMALL BUSINESS _ HUBZONE SMALL BUSINESS SMALL BUSINESS _ SERVICE-DISABLED VETERAN OWNED	EMERGING SMALL _ 8(A)
11 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED x SEE SCHEDULE		12 DISCOUNT	13a THIS CONTRACT IS A RATED ORDER 13b RATING
15 DELIVER TO AMERICAN EMBASSY GUATEMALA CITY 1a. Avenida 7-59, Zona 10, ATTN: NAS WAREHOUSE GUATEMALA GUATEMALA		16 Administered by AMERICAN EMBASSY GUATEMALA CITY Avenida Reforma 7-01, Zona 10, ATTN: GSO - PROCUREMENT SECTION Guatemala GUATEMALA	

17a CONTRACTOR/OFFEROR OVENDOR NOVENDOR	CODE 0	FACILITY CODE	14 METHOD OF SOLICITATION x RFQ IFB RFP
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17a CONTRACTOR/OFFEROR OVENDOR NOVENDOR	CODE 0	FACILITY CODE	18a PAYMENT WILL BE MADE BY AMERICAN EMBASSY GUATEMALA CITY 1era. Avenida 7-41, Zona 10, ATTN: CAJERO Guatemala GUATEMALA
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<input type="checkbox"/> 17b CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED _ SEE ADDENDUM
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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	- SEE LINE ITEMS -				
(Use Reverse and/or Attach Additional Sheets as Necessary)					

25 ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt Use Only)
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_ 27a SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4 FAR 52.212-3 AND 52.212-5 ARE ATTACHED ADDENDA _ ARE _ ARE NOT ATTACHED

_ 27b CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED ADDENDA _ ARE _ ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN	29 AWARD OF CONTRACT: REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.
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30a SIGNATURE OF OFFEROR/CONTRACTOR	31a UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Richard Behnick</i>		
30b NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c DATE SIGNED	31b NAME OF CONTRACTING OFFICER (Type or Print) RICHARD BEHNICK	31c DATE SIGNED 5-27-2014

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	The Embassy of the United States of America in Guatemala-INL is seeking Dog Food Contract to Support the Canine Program Services, as detailed in attached Solicitation Package. A complete quotation will consist of Standard Form 1449, Economic and Technical Proposal. Due date for Submission of Proposals is Thursday, June 26, 2014 by COB 17:00 hrs. In Accordance of FAR Clauses, NO ADVANCE PAYMENTS, 30 DAYS CREDIT. Funding Information: Total: 0.00 ----- 0.00	21,600.00	LB	0.00	0.00