"TRADUCCION AL ESPAÑOL"

ANUNCIO

1. **Requerimientos del Projecto**

La Embajada de los Estados Unidos en Guatemala / INL-G solicita proveedores de mobiliario de oficina.

2. **Especificaciones Mínimas Técnicas**

Description	Cantidad
Escritorio modular de forma L de 1.80 X 1.20 Mts. Top de 8 MDF con recubrimiento de malamina, con 3 gavetas color cherry con gris.	8
Escritorio modular de forma lineal de 1.50 X 0.60 Mts. Top de MDF con recubrimiento de melamina, con 3 gavetas color cheery con gris.	35
Escritorio modular de forma lineal de 1.20 X 0.60 Mts. Top de MDF con recubrimiento de melamina, con 3 gavetas color cheery con gris.	12
Escritorio modular de forma lineal de 0.90 X 0.60 Mts. Top de MDF con recubrimiento de melamina, con 3 gavetas color cheery con gris.	6
Silla secretarial con brazos, base de 5 rodos color negro	61
Silla de visitas con estructora de acero y asiento y resplado en PVC	40
Instalación y Gastos de envío	1

3. **Control de Calidad, Plan de Prueba, Aceptación y Términos de Pago**

La completa aceptación de la entrega y facturación deberá basarse en:

a. La entrega exitosa del mobiliario
b. El proveedor factura por los productos después de que la entrega haya sido recibida

4. **Términos del Contrato**

La Embajada tiene planificado conceder una orden de compra para pago con tarjeta de crédito. Si su empresa acepta cómo método de pago la tarjeta de crédito, por favor tome en cuenta reflejar en su cotización cualquier cobro adicional para este método de pago. Por favor cotice en Quetzales e incluya el IVA.

5. **Entrega**

El Mobiliario será entregado en la 3 Avenida 5-12, zona 1 Cobán, Alta Verapaz, Guatemala.

Información Importante: Por favor Presente cotizaciones antes del 24 de marzo, 2015 a las 1700 hrs., con atención a: Ingrid Galvez al correo electrónico galvezi@state.gov. Incluya el Formulario SF-18 y una cotización con toda la información requerida para evaluar su propuesta.

Adicionalmente al Formulario SF-18 por favor envíe una cotización incluyendo toda la información requerida para evaluar su propuesta (especificaciones del mobiliario, muestra de los materiales, fotos reales de cada mobiliario, terminos de garantía, tiempo de entrega, etc.)

6. **Inspección y Criterios de Aceptación**

El mobiliario deberá ser entregado en buenas condiciones.

7. **Basura, Limpieza y Desechos**

La empresa ganadora sera responsable de desechar la basura y de limpiar después de la entrega.

8. **Garantía**

El proveedor debe indicar los terminos de garantía del mobiliario.

REQUEST FOR QUOATION (THIS IS NOT AN ORDER)

THIS RFQ ◯ ◯ IOT A SMALL BUSINESS SET-ASIDE

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
	6-Mar-2015			

5a. ISSUED BY
US Embassy Guatemala/NAS

6. DELIVER BY (Date)
2-3 weeks upon award

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Ingrid Galvez - GalvezI@state.gov		2311-7013

7. DELIVERY
◯ FOB DESTINATION ◉ OTHER (See Schedule)

9. DESTINATIONS

a. NAME OF CONSIGNEE
US Embassy Guatemala/NAS

b. STREET ADDRESS
1a. Av. 7-59, Zona 10

c. CITY
Guatemala City, Guatemala

d. STATE

e. ZIP CODE

8. TO:

a. NAME	b. COMPANY	c. STREET ADDRESS

d. CITY	e. STATE	f. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)
24/3/2015

IMPORTANT: This is a request for information and quotations furnished ared 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 service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation 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)
1	"L" shaped modular desk of 1.80 x 1.20 mts. Veneer covered top 8 MDF, with 3 drawers, cherry and grey color	8			
2	Linear shaped modular desk of 1.50 x 0.60 mts. Melamine covered MDF, with 3 drawers, cherry and grey color.	35			
3	Linear shaped modular desk of 1.20 x 0.60 mts. Melamine covered MDF, with 3 drawers, cherry and grey color.	12			
4	Linear shaped modular desk of 0.90 x 0.60 mts. Mela mine covered MDF, with 3 drawers, cherry and grey color. **NOTE: SEE ATTACHED SPECIFICATION / VER ESPECIFICACIONES ADJUNTAS** **DELIVERY LOCATION: Alta Verapaz** **TERMS AND CONDITIONS:** * Price should be in Quetzales * Price should include IVA * U.S. Embassy will provide IVA Exemption form * Method of payment: **Credit Card**, after service(s) or goods have been received.	6			

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

NOTE: Additional provisions and representations ◯ **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	
			a. NAME (Type or print)	b. TELEPHONE
c. COUNTY				AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type of print)	NUMBER

REQUEST FOR QUOATION (THIS IS NOT AN ORDER)	THIS RFQ ◯ ◯ IOT A SMALL BUSINESS SET-ASIDE	PAGE 2 OF PAGES 2

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 ▷	RATING
	6-Mar-2015			

5a. ISSUED BY
US Embassy Guatemala/NAS

6. DELIVER BY (Date)
2-3 weeks upon award

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Ingrid Galvez - GalvezI@state.gov		2311-7013

7. DELIVERY
◯ FOB DESTINATION ◉ OTHER (See Schedule)

8. TO:

a. NAME	b. COMPANY

c. STREET ADDRESS

d. CITY	e. STATE	f. ZIP CODE

9. DESTINATIONS

a. NAME OF CONSIGNEE
US Embassy Guatemala/NAS

b. STREET ADDRESS
1a. Av. 7-59, Zona 10

c. CITY
Guatemala City, Guatemala

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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)
5	Black secretary chairs with a 5 wheel base	61			
6	Visitor's chairs with steel structure and PVC backrest	40			
7	Delivery and installation charges	1			
	TOTAL				
	NOTE: SEE ATTACHED SPECIFICATION / VER ESPECIFICA-CIONES ADJUNTAS **DELIVERY LOCATION: Alta Verapaz** **TERMS AND CONDITIONS:** * Price should be in Quetzales * Price should include IVA * U.S. Embassy will provide IVA Exemption form * Method of payment: **Credit Card**, after service(s) or goods have been received.				

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

NOTE: Additional provisions and representations ◯ **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	
			a. NAME (Type or print)	b. TELEPHONE
c. COUNTY				AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type of print)	NUMBER

CLAUSES FOR PURCHASE CARD TRANSACTIONS ABOVE $3,000 BUT NOT EXCEEDING $25,000 ISSUED BY OVERSEAS CARDHOLDERS
(Current through FAC 2005-52)

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

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

DOSAR clauses may be accessed at: http://www.statebuy.state.gov

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.212-4	Contract Terms and Conditions – Commercial Items	JUN 2010
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))
_____Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Applicability is as indicated in the chart below.]

NUMBER	TITLE, DATE AND STATUTORY CITATION	APPLICABILITY
(1) – (24)	[Reserved].	
(25) 52.222-19	Child Labor – Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).	Applies if order is for supplies.
(26)	[Reserved].	
(27)(i) 52.222-50	Combating Trafficking in Persons (FEB 2009).	Applies to all orders.
(28) – (39)	[Reserved].	
(40) 52.225-13	Restrictions on Certain Foreign Purchases (JUN 2008) (E.Os, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).	Applies to all orders.
(41) – (46)	[Reserved].	
(47) 52.232-36	Payment by Third Party (FEB 2010) (31 U.S.C. 3332).	Applies to all orders.
(48) 52.239-1	Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).	Applies if order is for information technology that requires the security of that information technology.
(49)(i) 52.247-64	Preference for Privately Owned U.S.-Flag Commercial Vehicles (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).	Applies if order is for supplies that may involve ocean transportation subject to the cargo Preference Act.
(49)(ii)	[Reserved].	

(c) [Reserved].
(d) [Reserved].
(e) [Reserved].

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES (see parenthetical statements for applicability)

NUMBER	TITLE	DATE
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post by a U.S. contractor)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____."	AUG 1999
652.242-71	Notice of Shipments (for supplies to be delivered to an overseas post by a U.S. vendor)	JUL 1988

652.242-72	Shipping Instructions (for supplies to be delivered to an overseas post by a U.S. vendor)	DEC 1994
652.242-73	Authorization and Performance (for all orders)	AUG 1999