

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="radio"/> NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 1 PAGES
1. REQUEST NO. SGT50015QN001-B	2. DATE ISSUED 25-Feb-2015	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY U.S. EMBASSY GUATEMALA - NAS / PROCUREMENT SECTION			6. DELIVER BY (Date) To be Determined	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				
NAME Ingrid Galvez galvezi@state.gov		TELEPHONE NUMBER AREA CODE: 502 NUMBER: 2311-7010		
8. TO:			7. DELIVERY <input type="radio"/> FOB DESTINATION <input type="radio"/> OTHER (See Schedule)	
a. NAME		9. DESTINATIONS		
b. COMPANY		a. NAME OF CONSIGNEE U.S. EMBASSY GUATEMALA / INL		
c. STREET ADDRESS		b. STREET ADDRESS 1a. Avenida 7-59 zona 10		
d. CITY GUATEMALA, CITY		c. CITY GUATEMALA, CITY		
e. STATE GT		d. STATE GT		
f. ZIP CODE		e. ZIP CODE 1010		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 13-Mar-2015		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 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	Laptops with Processor Intel Core i5, Operating system: Window 8 in Spanish with recovery CD, Network card 10/100/1000, Hard Drive 320 GB 7200 rpm SATA, Optic Unit: 16X DVD +/- RW, Video Card 512MB NVIDIA, Flat Panel LCD Monitor 14.1", Memory 4GB, Internal spanish keyboard, Resource CD drivers and media for Windows and Office.	10	EA	Q0.00	Q0.00
2	Desktop computers with Processor Intel Core i5, Windows 8 in Spanish with recovery CD, Memory 4GB Network card 10/100/1000, 320 GB Hard Drive, 7200 rpm SATA, 16 X DVD+/- RW, Internal Spanish Keyboard Video Card 512 MB NVIDIA, Flat Panel LCD Monitor 19 Optical wheel mouse, Resource CD drivers and media for Windows NOTE: SEE ATTACHED SPECIFICATION DELIVERY LOCATION: 1a Ave. 7-59, zona 10 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.	5	EA	Q0.00	Q0.00
				SUB-TOTAL	Q0.00
				(-)DESCUENTO	Q0.00
				TOTAL	Q0.00

12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/>	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	
c. COUNTY GUATEMALA, CITY		a. NAME (Type or print)	b. TELEPHONE
		AREA CODE	

d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type of print)	NUMBER
GUATEMALA, CITY	GT			

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