

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-A	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 Determine		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="radio"/> FOB DESTINATION <input type="radio"/> OTHER (See Schedule)		
NAME Ingrid Galvez galvezi@state.gov		TELEPHONE NUMBER AREA CODE: 502 NUMBER: 2311-7010			
8. TO:			9. DESTINATIONS		
a. NAME		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		f. ZIP CODE		d. STATE GT	
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 Intel Core i5, 4G RAM DDR3, 750 GB DVD-SMULTI, 14" Screen, Windows 8 Professional W8 LS spanish with case included.	14	EA	Q0.00	Q0.00
				SUB-TOTAL	Q0.00
				(-)DESCUENTO	Q0.00
				TOTAL	Q0.00

NOTE: SEE ATTACHED SPECIFICATION / VER ESPECIFICACIONES ADJUNTAS
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.

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		16. SIGNER	
b. STREET ADDRESS		a. NAME (Type or print)	b. TELEPHONE
c. COUNTY GUATEMALA, CITY		AREA CODE	

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

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition not usable

STANDARD FORM 18 (REV.6-95)
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)