

Tegucigalpa, M.D.C.  
January 24, 2013

Dear Prospective Offeror /Quoted:

**(Office Supplies for NAS)**

The American Embassy Honduras – NAS has a requirement for office supplies to be delivered to Embassy Warehouse. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Request For Quotation (RFQ 1, 2 and 3) Standard Form SF-18 (attached)
2. Evaluation method. (Lowest price)
5. Late quotations won't be accepted.

The Embassy plans to award a credit card order, **if company accepts credit cards as method of payment. Please make sure to reflect any additional cost for credit card payments in your offer.** 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 – NAS 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, fill out items 11(e,f), 12, 13,14,15,16 and submit your quotation. **Return the completed SF-18 to the address shown in item 9 of the SF-18 (American Embassy, Avenida La Paz) by February 19, 2012 at 16:00 hrs, with attention to: Wendolyn Flores and by E-mail at [floresws@state.gov](mailto:floresws@state.gov). Oral quotations will not be accepted.**

In addition to SF-18 Form please send a regular quote including all required information to evaluate your proposal ( delivery time, etc.).

Please let me know if you have any questions.

Best regards,

*Wendolyn Flores*  
Administrative Assistant/Purchase card holder  
U.S. EMBASSY HONDURAS - NAS  
Phone: (504) 2336-9320 ext.4471

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 3 PAGES
1. REQUEST NO. NAS-2013-001	2. DATE ISSUED 01/23/201	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 Honduras - NAS			6. DELIVER BY (Date) 02/25/2013	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY		
NAME Wendolyn S Flores		TELEPHONE NUMBER AREA CODE: 504 NUMBER: 22369320		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
8. TO:		9. DESTINATION		
a. NAME	b. COMPANY	a. NAME OF CONSIGNEE U.S. Embassy Tegucigalpa/NAS		
c. STREET ADDRESS		b. STREET ADDRESS Avenida la Paz		
d. CITY		c. CITY Tegucigalpa		
e. STATE		d. STATE HN		
f. ZIP CODE		e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 02/19/2013		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	Office supplies as follows				
2	Legal Size Paper (box-10 units per box)	39	BOX		
3	Letter Size Paper (box-10units per box)	39	BOX		
4	Legal size folder (box)100 units x box	39	BOX		
5	Legal size pendaflex(box)25 units x bo	62	BOX		
6	CD's (50 pack)	29	PK		
7	Staples (box)standard pilot	136	BOX		
8	Fasteners (Box) 8cm	138	BOX		
9	Masking tape 18 x 30	154	EA		
10	Tape 18 x 33 6pk	106	PK		
11	Tape 2" x 50 2pk	104	PK		
12	Spiral binding supplies 2 of each size 1/4", 1/2", 9/16" color black	54	EA		
13	Plastic laminating supplies 6.5x9.5cms	5	BOX		
14	Plastic laminating supplies letter siz	5	BOX		
15	Envelops #10 box of 100	30	box		
16	Manila envelopes 10 x 14 box of 100	30	box		
17	Clips jumbo, box of 100	55	box		
18	clips standar, box of 1000	35	box		
PLEASE CONTINUE ON NEXT PAGE					

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			16. SIGNER		
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)	b. TELEPHONE	
d. CITY			c. TITLE (Type or print)		AREA CODE
e. STATE		f. ZIP CODE			NUMBER

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	CONTINUES FROM PREVIOUS PAGE				
18	Note pads	240	ea		
19	Post it,pads pck of 5	130	pck		
20	Pens -black pen box of 12	62	BOX		
21	Highlighters - yellow box of 12	32	BOX		
22	Cork pin boxes - maped metal pins	66	BOX		
23	Staplers - 25 pages	62	EA		
24	white board erasers	22	EA		
25	White board markers box of 12 multicol	16	box		
26	Scissors 8"	68	ea		
27	Rulers - transparent 30 cm	68	PK		
28	Tape Holder	68	ea		
29	Office trash cans - black	67	ea		
30	Plastic paper organizer - 4 levels	67	ea		
31	2 hole puncher	68	ea		
32	3 hole puncher	9	ea		
33	cork boards 90 x 120	20	ea		
34	writing board with board clip	78	ea		
35	Plastic laminator machine 9"	2	ea		
PLEASE CONTINUE ON NEXT PAGE					

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36	CONTINUES FROM PREVIOUS PAGE Paper Guillotine 15" wood	8	ea		
37	Staple remover	58	ea		
	TOTAL PRICE				

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