

Tegucigalpa, M.D.C.
January 25, 2013

Dear Prospective Offeror /Quoted:

(Desktop computers, laptops and Scanner)

The American Embassy Honduras – NAS has a requirement for desktop computers, laptops and Scanner 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, 2013 at 16:00 hrs, with attention to: Wendolyn Flores and by E-mail at 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

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		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-2013-003	2. DATE ISSUED 01/24/2013	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		f. ZIP CODE		d. STATE HN
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	Laptop computer with 15.5" min display screen. Processor: intel Core i5 or AMD Phenom X4 Processor (2.2 GHZ, 3mb cache) or equal. RAM: min 4 GB RAM, DDR3. Hard drive: Min.500 GB 5400 RPM SATA minimum. CD ROM: min. 8X DVD+/-RW Drive. Graphics: Integrated HD graphic Sound: Integrated HD audio. Spanish(Latin America) language keyboar Genuine Microsoft Office Professional 2010 or most recent version-Spanish Genuine Windows 7 (64 bit) or most recent version - Spanish language Anti-virus software installed Network card: Gigabit 80211b/g/n wireless. Ports and connectivity: Min. (3) USB2.0 Ports, Ethernet, and Integrated 8in-1 memory card reader Carrying case. Warranty: 1 Year valid in Honduras	4	ea		

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

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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		a. NAME OF CONSIGNEE U.S. Embassy Tegucigalpa/NAS		
b. COMPANY		b. STREET ADDRESS Avenida la Paz		
c. STREET ADDRESS		c. CITY Tegucigalpa		
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2	Desktop Computers Monitor: Min 19 Inch LCD flat panel monitor. Processor: Dual Intel core 3.3 GHz i5 processor or equal RAM: Min 4GB RAM, DDR3. HARD DRIVE: 600 gb 7200 RPM hard drive Operating System: Genuine Microsoft Windows 7 Professional (64-bit) or most recent-Spanish language Genuine Microsoft Office Professional 2010 or most recent version-Spanish language edition. Wireless USB mouse Keyboard: Spanish (Latin America) Graphics: Integrated HD graphics Sound: Integrated HD audio*Network card: Gigabit, 802.11b/g/n wireless Ports and connectivity: Min (6) USB 2.0 Ports (min 2 on front), Ethernet and integrated 8-in-1 memory card SPECIFICATIONS CONTINUE IN NEXT PAGE	10	ea		

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ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
3	CONTINUES FROM PREVIOUS PAGE CD ROM: Min. 16x DVD+/-RW Drive Antivirus security software installed Warranty: 1 year valid in Honduras SHEET FED SCANNER Sheet fed scanner with min 40 page automatic document feeder Simplex and Duplex scanning, Optical resolution up to 600 x 600 dpi. Scan speed auto mode: simplex or duplex, up to 20 ppm. Color & grayscale scanning Daily duty cycle: up to 1000 pages software included: latest available Operating system comparability: Window 7 or most recent edition Warranty: 1 year valid in Honduras TOTAL PRICE	1	EA		

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