Tegucigalpa, M.D.C.
June 27, 2013

Dear Prospective Offeror /Quoted:

(Desktop computers)

The American Embassy Honduras – NAS has a requirement for desktop computers 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 and 2) 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 July 10, 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 ☐ IS ☐ IS NOT A SMALL BUSINESS SET-ASIDE	PAGE 1 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
NAS-2013-004	0/27/2013			

5a. ISSUED BY
U.S. Embassy Honduras - NAS

6. DELIVER BY (Date)
07/15/2013

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Wendolyn S Flores	504	22369320

7. DELIVERY
☒ FOB DESTINATION ☐ OTHER (See Schedule)

8. TO:

a. NAME	b. COMPANY

c. STREET ADDRESS

d. CITY	e. STATE	f. ZIP CODE

9. DESTINATION

a. NAME OF CONSIGNEE
U.S. Embassy Tegucigalpa/NAS

b. STREET ADDRESS
Avenida la Paz

c. CITY
Tegucigalpa

d. STATE	e. ZIP CODE
HN	

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)
07/10/2013

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	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	18	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		
b. STREET ADDRESS	16. SIGNER	
	a. NAME (Type or print)	b. TELEPHONE AREA CODE
c. COUNTY		
d. CITY / e. STATE / f. ZIP CODE	c. TITLE (Type or print)	NUMBER

REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

THIS RFQ ☐ IS ☐ IS NOT 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
NAS-2013-003	01/25/2013			

5a. ISSUED BY
U.S. Embassy Honduras - NAS

6. DELIVER BY (Date)
02/25/2013

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Wendolyn S Flores	504	22369320

7. DELIVERY
☒ FOB DESTINATION ☐ OTHER (See Schedule)

8. TO:

a. NAME	b. COMPANY

c. STREET ADDRESS

d. CITY	e. STATE	f. ZIP CODE

9. DESTINATION

a. NAME OF CONSIGNEE
U.S. Embassy Tegucigalpa/NAS

b. STREET ADDRESS
Avenida la Paz

c. CITY
Tegucigalpa

d. STATE	e. ZIP CODE
HN	

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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)
	CONTINUES FROM PREVIOUS PAGE CD ROM: Min. 16x DVD+/-RW Drive Antivirus security software installed Warranty: 1 year valid in Honduras				

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

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