

Requirement for PR1706453: AutoCAD Architecture 2010 (Full Version)

I. SCOPE OF SERVICES

This solicitation is to provide the following item with specification as below, for US Embassy Jakarta. The provider should have an established business and be an authorized dealer/partner of the goods/services concerned.

AutoCAD Architecture 2010 (Full Version) for four (4) PC licenses

II. PRICING The Contractor shall provide a firm fixed price in **USD** currency. Please provide information on currency exchange rate if you are using other than USD currency and it must be a fix exchange rate for at least thirty (30) days from the date of your quotation.

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When submitting your quotation, please use the following/similar format of Quotation document:

Name of Company & logo:		Address & Phone number:					
Contract Person:		E-mail address:					
Customer Ref: PR#.....							
No.	Description of Goods/Services	Quantity	Unit Price (USD)	Sub Total	Discount, if any	Total (USD)	Stock Availability status
TOTAL							
VAT Tax, if any (for Indonesian vendor only)							
Shipping (Should be door to door service), Packing Cost, and Insurance, if any							
Grand Total in USD							

Below are details of required goods:

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Note: Please read *Section I* for details of equipment and supplies, items, schedules, and the proposed type of function room/s, facilities and services provided.

III. CLAUSES. ([Download in PDF](#), size 153KB)

<http://photos.state.gov/libraries/indonesia/502679/pdf/Clauses%20-%20Commercial%20item%20-%20Goods.pdf>

IV. SUBMISSION OF QUOTE. Each offer/quotation must consist of the following:

- A. *Completed Section II* to include pricing (based on *Section I*).
- B. *Detailed specification and stock availability/delivery schedule of each items.*

V. EVALUATION FACTORS

The Government intends to award a contract resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter. The evaluation process shall include the following:

- a) Compliance Review. The Government will perform an initial review of proposals/quotations received to determine compliance with the terms of the solicitation. The Government may reject as unacceptable proposals/quotations which do not conform to the solicitation.
- b) Technical Acceptability. Technical acceptability will include a review of items listed under Article B in Section 3.
- c) Price Evaluation. The lowest price will be determined by price comparison among the technically acceptable and responsible offerors. The Government reserves the right to reject proposals that are unreasonably low or high in price.
- d) Term of Payment. US Government term of payment is thirty (30) days after all goods/services has been received and proper invoice.

The **deadline** to submit your quotation is on **8 April 2012 at 16:00 WIB**. Any quotation received after stipulated date will be ignored. Please follow instructions in *Section III* for a quotation to be considered and email to HappyDR@state.gov or fax the quotation to (62.21) 34359910 or 3524303 (less preferred). Please note that your quotation price should be valid for thirty (30) days from the deadline of this RFQ submission date stated above.

For other bidding opportunities, please visit our official website:

<http://jakarta.usembassy.gov/bidding.html>

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