

**Requirement for PR#1597524: Printer Toners****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.

ITEM NO. (a)	SUPPLIES OR SERVICES (b)
0001	Toner HP. C9730A, Black
0002	Toner HP. C9731A, Cyan
0003	TONER HP. C9732A, yellow
0004	Toner HP. C9733A, Magenta
0005	Toner Q5951A, Cyan
0006	Toner HP. Q5950A, black
0007	Toner Q5952A, yellow
0008	Toner Q5953A, Magenta
0009	Toner HP. Q1338A

**II. PRICING** The Contractor shall provide a firm fixed price in *USD* for:

**PR#1597524: Printer Toners**

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:***

No.	Description of Goods/Services	Quantity	Unit Price	Sub Total	Discount, if any	Total	Stock Availability
<b>TOTAL</b>							
VAT Tax, if any							
Shipping (Should be door to door service), Packing Cost, and Insurance, if any							
Grand Total in USD							

**Below are details of required goods:**

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Toner HP. C9730A, Black	8.00	each		
0002	Toner HP. C9731A, Cyan	8.00	each		
0003	TONER HP. C9732A, yellow	8.00	each		
0004	Toner HP. C9733A, Magenta	8.00	each		
0005	Toner Q5951A, Cyan	3.00	each		
0006	Toner HP. Q5950A, black	2.00	each		
0007	Toner Q5952A, yellow	2.00	each		
0008	Toner Q5953A, Magenta	2.00	each		
0009	Toner HP. Q1338A	4.00	each		

Order Comments:

note: please purchase new product or year 2011. Do not purchase products older than year 2011.  
Thank you.

TOTAL CARRIED FORWARD TO 1<sup>ST</sup> PAGE (ITEM 17h)

*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)

**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. 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 **Sunday, 5 February 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](mailto:HappyDR@state.gov) or fax the quotation to (62.21) 34359910 or 3524303. 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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