

**Requirement for  
RFQ #PR1473730: HP and Canon Toners for GSO/PAW**

**I. SCOPE OF SERVICES**

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

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

**RFQ #PR1473730: HP and Canon Toners for GSO/PAW**

*Name of Company & logo:*  
*Contract Person:*

*Address & Phone number:*  
*E-mail address:*

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
1	Toner HP.CC530A, black, NEW PRINTER		each	Two (2)	Thu, 20 Oct, 2011			
Toner HP.CC530A, black, NEW PRINTER								
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
2	Toner HP.CC531A,Cyan, NEW PRINTER		each	Two (2)	Thu, 20 Oct, 2011			
Toner HP.CC531A,Cyan, NEW PRINTER								
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
3	Toner HP.CC532A, yellow, NEW PRINTER		each	Two (2)	Thu, 20 Oct, 2011			
Toner HP.CC532A, yellow, NEW PRINTER								

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
4	Toner HP.CC533A, Magenta. NEW PRITER		each	Two (2)	Thu, 20 Oct, 2011			
Toner HP.CC533A, Magenta. NEW PRITER								
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
5	Toner HP. C9730A, Black		each	Ten (10)	Thu, 20 Oct, 2011			
Toner HP. C9730A, Black								
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
6	Toner HP. C9731A, cyan		each	Ten (10)	Thu, 20 Oct, 2011			
Toner HP. C9731A, cyan								
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
7	Toner HP. C9732A, yellow		each	Ten (10)	Thu, 20 Oct, 2011			
Toner HP. C9732A, yellow								
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
8	Toner HP. C9733A, magenta		each	Ten (10)	Thu, 20 Oct, 2011			
Toner HP. C9733A, magenta								
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
9	Toner HP. C8543X		each	Six (6)	Thu, 20 Oct, 2011			
Toner HP. C8543X								

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
10	Toner CANON 306		each	Five (5)	Thu, 20 Oct, 2011			
	Toner CANON 306							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
11	Toner Canon FX 03		each	Three (3)	Thu, 20 Oct, 2011			
	Toner Canon FX 03							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
12	Toner HP. Q2612A		each	Six (6)	Thu, 20 Oct, 2011			
	Toner HP. Q2612A							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	V.A.T.	Extended Amount
13	Toner HP. CE255A		each	Six (6)	Thu, 20 Oct, 2011			
	Toner HP. CE255A							
<b>Total</b>								

*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 26KB)

**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 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 30 days upon received of the item/s and proper invoice.

The quotation is due on **Monday, October 17, 2011, 4pm**. Please follow instructions in *Section III* for a quotation to be considered and send your quotation to email: [HappyDR@state.gov](mailto:HappyDR@state.gov) or Fax to (62-21) 3435-9910 or 352-4303. Please note that your price should be valid for 30 days from when the quotation is due as per indicated above.