



**Consulate General of the United States of America
Jerusalem**

April 04, 2016

Dear Prospective Offeror:

SUBJECT: Request for Quote – IT Equipment

The Consulate General of the United States of America invites you to submit a quotation to provide and deliver and install IT equipment to the Organization and Administration Committee (OAC) offices in the Ministry of the Interior (MOI) building – King Abdullah Square, Ramallah. Please see attached list of equipment and related documents.

The Consulate intends to conduct a **mandatory pre-quotation site visit** at the site on **Thursday, April 07, 2016 at 11:00 am**, and all prospective offerors who have received this e-mail will be invited to attend.

Your quote should be submitted on or before **02:00 pm on Monday, May 02, 2016**. No quotation will be accepted after this time.

Please note the following:

1. Delivery and installation fees must be included in your price quote. Please note that delivery location will be in Ramallah.
2. Please advise if the requested items are available in-stock along with an expected delivery date.
3. In your price quote, the provided specifications should match our mandatory specifications mentioned in the Statement of requirements, and photos should be included.
4. Offeror shall advise if modifications to equipment specifications are required prior to equipment delivery to meet SOW requirements and/or industry best-practice (e.g. Licensing requirements, physical limitations on equipment, etc)
5. Offeror shall be responsible for all customs and clearance for equipment imported into the West Bank.
6. Offeror should be able/authorized to enter the West Bank area to provide after installation, Training and sale services.

In order for your quote to be considered, please make sure to submit the following:

1. Offeror shall provide at least one year warranty on all items.
2. Offeror shall have at least five years' experience in IT Sales.
3. Offeror shall provide licenses and permits required to perform this contract.

4. Offeror shall provide the authorization to operate and do business in the country (Tax Identification Number)
5. In your price quote, the provided specifications should match our mandatory specifications mentioned in the Statement of requirements, and photos should be included.
6. Offeror shall provide the company's, address, telephone numbers and the Project Manager contact info.

EVALUATION FACTORS

- Award will be made to the lowest priced, acceptable, responsible quoter. The quoter shall submit a completed solicitation, including Sections 1 and 5.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The lowest price will be determined by multiplying the offered prices times the quantities in "Prices - Continuation of SF-1449, block 23", and arriving at a grand total, including all options, if any.
- The Government will determine quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.

Direct any questions regarding this RFQ to George Zambil by email to ZambilGR@state.gov, or letter to fax no. 02-966-1342, or by telephone at 649-3030 during regular business hours.

Thank you
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