

Embassy of the United States of America



Islamabad, Pakistan
Date: March 15, 2016
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To: Offeror

Request Number: **5130805**

From: Contracting Officer
General Services Office
US Embassy
Diplomatic Enclave, Ramna 5
Islamabad

E-mail: AfzalR@state.gov, LatifM@state.gov;
Phone: 92-51-201-4417

Subject: **Request for Price Quotation – Supply of Stationery Items for Expendable Stock**

A. The Embassy requests your price quote **on a priority basis** for the **following item/Services:**

1. ITEM DESCRIPTION

The U.S. Embassy Islamabad requires deliveries/services under an Indefinite Delivery/Indefinite Quantity firm fixed priced Purchase Order for Islamabad Post. These deliveries will be on-call basis, as identified and requested by Point of Contact (POC) either via phone call or email. Orders placed over the phone must be documented by sending an email by the POC identifying quantities, date/time and place of delivery. No formal orders will be issued under resultant IDIQ purchase order.

1.1 Price

S/ No	Item Description	Approx. Quantity	Unit Price (in PKR)	Total Price (in PKR)
1	High-Quality TRANSPARENT TAPE 1", CORE 3", DEER BRAND, FOUR PILLAR,4434 Or Other Equal Brand	1800 Each		

2	High-Quality DUPLICATING PAPER, LETTER (A11), 8-1/2"x11", WHITE, AA BRAND Or Other Equal Brand **(1BX=5RM)	2800 Box		
Grand Total				

2. TERMS & CONDITIONS

Duration of Contract:

Duration of the contract will be for one year starting from the date of award.

Mode and place of delivery:

1. Delivery to be made upon notice of 72 business hours. Contractor shall be prepared to provide for emergency on-call deliveries as requested by the assigned U.S. Embassy POC of this IDIQ PO. All deliveries will be made to GSO Warehouse, U.S. Embassy, Diplomatic Enclave, Ramna – 5, Islamabad.

Please note, the following steps/actions must be taken prior to the delivery:

2. All delivery vehicles must enter the Diplomatic Enclave through “Gate 5” which is close to Quid-i-Azam University.
3. Embassy warehouse can be accessed through “SCAC” and “PCAC” only.
4. In order to gain access to Diplomatic Enclave and GSO Warehouse, vendors must send the following particulars to the point of contact (POC) in GSO Warehouse at least three business days prior to the delivery date:
 - Full name of the person/s (as written on CNIC)
 - Particulars of vehicle such as make, model, color, and registration number
 - Copy of vehicle registration
 - Copy of driver’s license
 - NADRA Verification Certificate

Please note, all personnel accompanying the delivery vehicle must be in possession of their original National Identity Card (CNIC).

Inspection & Acceptance:

A Government representative will inspect the products delivered to determine the quality and acceptability. Substandard products shall be returned at vendor’s expense.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Financial Management Officer (FMO) for each delivery made and accepted by the POC or receiving unit at our warehouse.

SUBMISSION OF INVOICE:

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Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in pdf format to the Financial Management Center to IslamabadFMC-Invoice@state.gov
2. One copy clearly marked "DUPLICATE Copy for GSO – original submitted to FMO" to Islamabad_GSO_Procurement@state.gov

Although email is the preferred method, invoices may also be submitted by mail (do not also send electronically if you mail the invoice to the following address):

Financial Management Officer (FMO)
US Embassy, Diplomatic Enclave
Ramna-5, Islamabad

For payment related queries please contact IslamabadFMC-Invoice@state.gov. Contracting Officer takes no responsibility for payment and/or associated queries.

MINIMUM AND MAXIMUM OF THE CONTRACT:

There is no minimum of the contract. However, the quantities mentioned in the price section will serve as the maximum of the contract. Means the Government will not place orders under this purchase order more than the above said quantities.

Contract Clauses

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx this link does not work

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| 52.249-2 | Termination for Convenience of the Government (Fixed-Price) (MAY 2004) Alternate I (APR 1984) |
| 52.212-4 | Contract Terms and Conditions--Commercial Items (May 2015) |
| 52.212-5 | Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016) |

Offer Due Date:

1. Please submit your quote on or before **April 4, 2016 at 12:00 noon** to **Contracting Officer, U.S. Embassy, Diplomatic Enclave, Ramna-5, Islamabad** or via Email to following email addresses:

AfzalR@state.gov
LatifM@state.gov

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide reference of our Request Number **5130805** in all your correspondence regarding this request for price quotation.
4. Please include list of your clients whom you sold the items in this RFQ for last two years.
5. Bidder must have a physical business address and good financial health in order to get this award. Provide evidence for business address and financial strength.