

Department of State

**Bureau of International Narcotics and Law Enforcement
Affairs**



INL/Panama

Request for Furniture

GENERAL INFORMATION

NOTICE OF RFP CLOSING DATE AND TIME

All offers shall be submitted NLT 5:00 P.M. local time on Tuesday, August 30, 2016 to the following individual:

Name: Zahira Sánchez
Title: Procurement Agent
E-mail: SanchezZ@state.gov

CONTRACTOR RELATIONSHIPS

The Department of State (DoS) encourages the use of subcontractors. In addition, the Department requires that any potential Organization Conflict of Interest identified in the proposal to ensure proper firewalls established prior to award.

INSTRUCTIONS, EVALUATION FACTORS AND METHODOLOGY ADENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFEROR

WRITTEN QUOTES

The offeror shall provide an electronic copy containing all required sections of the written Quote. The offeror must submit the Quote in the formats provided by Microsoft Office 2007 or later. Any offeror that does not comply with the following instructions, or does not submit a required component of this RFQ within the allotted time frame shall not be considered for award.

Table 1: Quote Organization

Vol.	Section Title	Page Count Limitation
1	Product Descriptions	30
2	Representations and Certifications	No Limit
3	Price Matrix	Excel Spreadsheet – No Limit

VOLUME 1: PRODUCT DESCRIPTIONS

The offeror shall provide product descriptions for each product proposed under each CLIN that reflects the specifications outlined in the Statement of Work as any part of any product description. The offeror shall not include pricing information in this volume.

VOLUME 2: REPRESENTATIONS AND CERTIFICATIONS

The offeror shall provide Representations and Certifications as outlined in FAR 52.212-3. **ALL offerors should be register in SAM to be considered for contract award. If the offeror is not currently registered please follow the instructions provided in the link below:**

<https://www.sam.gov>

VOLUME 3: PRICE MATRIX

The offeror shall complete a copy of the attached Price Matrix in excel with the following information included:

- Product Quoted
- Quoted Unit Price
- Applicable Delivery Fees

The total price cannot be altered after submission.

SOLICITATION CONSIDERATIONS

All Quotes must be valid for 90 days from the closing date for this solicitation. No exceptions or qualifications. New items ONLY, NO grey market or preowned furniture. Furniture must be in original packaging, never used, and not altered in any way.

BASIS FOR AWARD

The Government intends to award a Firm Fixed Price Purchase Order under FAR Part 13 resulting from this solicitation to one (1) responsible offeror whose offer conforming to the solicitation is the Lowest-Priced, Technically-Acceptable. The following factors shall be used to evaluate offers:

- (i) Technical Capability of the item offered to meet the Government requirement;
- (ii) Price

SCOPE OF WORK

The furniture will be donated to the “Instituto Superior de la Judicatura Panameña Doctor Cesar Augusto Quintero Correa”. The furniture will endow the school of higher education facility for collaborators and students utilization in the INL/ Justice Sector Office and the library.

IDENTIFICATION OF SUPPLIES

The International Narcotics and Law Enforcement Section (INL) of the U.S. Embassy in Panama is requesting the following items. INL requests maximized effort for local providers involvement and procurement to meet government needs. The items will be donated to the

Instituto Superior de la Judicatura de Panamá. Offerors must provide the following items:

<p>Conference Table</p> <p>2 Conference Table 2.40M</p> <ul style="list-style-type: none">• Approximate measurements 260 x 100 x H.72• Wire management holes and electrical duct• Fitted melamine coated particleboard• Light Color
<p>Conference Chairs</p> <p>16 Conference Chairs</p> <ul style="list-style-type: none">• Color Black• Material urethane synthetic leather and chrome-plated finish
<p>Reading Area</p> <p>2 Reading table rectangular</p> <ul style="list-style-type: none">• Approximate measurements 100 x 60 x H.74• Fitted melamine coated particleboard• Light Color <p>10 mid back mesh office chairs black</p> <ul style="list-style-type: none">• Seat Tilt with Tension Control• Adjustable Seat Height• Swivel Base with 5 casters
<p>Credenzas</p> <p>5 Credenza Cabinet</p> <ul style="list-style-type: none">• Measurement L90 x W45 x H81• Fitted melamine coated particleboard• Light Color
<p>Reception</p> <p>1 Sofa</p> <ul style="list-style-type: none">• Material urethane synthetic leather and chrome-plated legs <p>1 Love seat</p> <ul style="list-style-type: none">• Material urethane synthetic leather and chrome-plated legs <p>2 Chairs</p> <ul style="list-style-type: none">• Material urethane synthetic leather and chrome-plated legs <p>1 coffee table</p> <ul style="list-style-type: none">• chrome frame• frosted glass
<p>Desk</p> <p>1 desk rectangular</p> <ul style="list-style-type: none">• Approximate measurements 180 x 60 x H74• Wire management holes and electrical duct• Fitted melamine coated particleboard• Light Color

<p>Chairs</p> <p>30 stackable chairs</p> <ul style="list-style-type: none"> • Material urethane synthetic leather and chrome-plated finish • Weight Capacity 150KG
<p>Executive</p> <p>1 L-shape executive desk 1 Executive office chair with arm rests 2 guest chairs black</p>
<p>Workstations</p> <p>6 work stations with front and side panels 6 2-drawer file cabinets</p>

DELIVERY:

Delivery must be made within 90 days after award to:

Instituto Superior de la Judicatura de Panamá - ISJUP
Ancón, Calle Culebra, Edificio 224 y 236
Panama City, Panamá

Mark For:
Zahira Sanchez; Email: sanchezz@state.gov; Phone: +507 317-5804

The price quoted must include delivery to Ciudad de Panama, Republica de Panama. Partial shipments are not allowed.

US-based procurement is ultimately intended for an overseas destination. If the shipment will involve wood packaging material, then the packing and palletizing must conform to the standards in the International Standards for Phytosanitary Measures Publication No. 15: “Guidelines for Regulating Wood Packaging Material in International Trade” (ISPM 15) and have the appropriate markings indicating that the materials meet this standard. Any deliveries arriving at our indicated domestic delivery address that do not meet these standards will be rejected and must be corrected at the contractor’s expense. All boxes must be marked with the delivery order number and INL Embassy Panama.