

**Department of State**

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



**INL/Panama**

**Request for Networking Infrastructure  
PNP Narcotics Unit**

## GENERAL INFORMATION

### NOTICE OF RFP CLOSING DATE AND TIME

All offers shall be submitted NLT 5:00 P.M. Local time Thursday, July 21, 2016 to the following individual:

Name: Aris Cardona  
Title: Procurement Agent  
E-mail: [cardonaa2@state.gov](mailto:cardonaa2@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 must 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. Networking Infrastructure must be in original 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 Networking Infrastructure will it be use to the Narcotics Units of the PNP

## **IDENTIFICATION OF SUPPLIES**

The International Narcotics and Law Enforcement Section (INL) of the U.S. Embassy in Panama is requesting Networking Infrastructure. INL requests maximized effort for local providers involvement and procurement to meet government needs. The system will it be donated to the PNP Narcotics Unit. Offerors must provide the following titles:

**DELIVERY:**

Delivery must be made within 60 days after award to:

Mark For:

Aris Cardona – Procurement Agent [cardonaa2@sate.gov](mailto:cardonaa2@sate.gov)

Phone: (507) 317-5086

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.