



## Embassy of the United States of America

Lima, Peru  
August 02, 2016

Subject: RFQ for PR5500918

Dear Prospective Quoter:

Enclosed is a Request for Quotations (RFQ) to **Remove existing folding wall, provide new folding wall with sound insulation and installation** in accordance with the specifications attached.

If you would like to submit a quotation, please complete the attached SF-18 and submit it to the address shown in Block 9b.

The Embassy will conduct a pre-quotation conference and site visit on August 08th, 2016 at 15:00hrs. All prospective quoters who have a solicitation package are invited to attend. Please submit the names and DNI's or passport numbers of people attending the visit to Ethel Vela at [velae2@state.gov](mailto:velae2@state.gov) no later than August 4<sup>th</sup>, 2016 by COB in order to coordinate the access to the building.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to Noemi Davila, Contracting Officer, Av. Lima Polo cdra 2, Monterrico, Surco on or before 10:00 hrs. on **Friday August 12<sup>th</sup>, 2016** (local date/time). No quotations will be accepted after this date and time.

1. Standard Form SF-18 (you have to fill blocks 11, 13a, 13b, 13c, 13d, 14, 15, 16a, 16b, 16c)
2. Descriptions/Specifications
3. Administrative Data
4. Quotation Information
5. Evaluation Criteria

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Direct any questions regarding this solicitation in writing to Ethel Vela, at [velae2@state.gov](mailto:velae2@state.gov).

Sincerely,

A handwritten signature in blue ink that reads "Noemi Davila".

Noemi Davila  
Contracting Officer

Enclosure: As stated.

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES 1   2
1. REQUEST NO.	2. DATE ISSUED 08/02/2016	3. REQUISITION/PURCHASE REQUEST NO. PR5500918	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY GSO Procurement Unit			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Ethel Vela		TELEPHONE NUMBER AREA CODE NUMBER +511 618-2712		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE Embajada de los Estados Unidos America	
a. NAME	b. COMPANY		b. STREET ADDRESS Av. Lima Polo cda. 2 s/n, Monterrico, Surco	
c. STREET ADDRESS			c. CITY Lima	
d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE Lima 33
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 08/12/2016		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Remove existing folding wall, provide new folding wall with sound insulation and installation as per specifications sheet attached	1	EA		0.00 0.00 0.00 0.00 0.00 0.00 0.00

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations  are  are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY			e. STATE		f. ZIP CODE
			c. TITLE (Type or print)		NUMBER

## 2. DESCRIPTIONS/ SPECIFICATIONS:

### ***Remove existing folding wall, provide new folding wall with sound insulation and installation***

System paired with sound insulation panels, with expandable closure panel.  
The panels shouldn't have frames visually creating a continuous wall effect.

Preference color: Beige or gray

Finish panel: Vinyl on Steel

Estimated measurements: Total length 8.55mts and a height from floor to ceiling of 2.60mts.

Accessories included for installation

Indicate origin of materials to be use

Include delivery and installation at US Embassy in Surco.

### 3. ADMINISTRATIVE DATA

#### **Billing Instructions**

Vendor invoice should be issued to:

Embassy of the United States of America – FMO/DBO  
Av. Lima Polo, block 2, Surco  
RUC: 20293588776

Vendor invoice should include Purchase Order number clearly and legibly on the invoice and on the envelope to expedite payment processing.

Invoice should be delivered from Monday through Friday, between 0900 and 14:00 hrs. to the American Embassy Mail Booth located at Lima Polo, block 2, Surco.

#### **Payment Terms**

Payment will be made by EFT and be ready thirty (30) calendar days from delivery of goods/services and original invoice receipt. Please contact the Embassy Billing Office at [LimaBilling@state.gov](mailto:LimaBilling@state.gov) or 618-2345 with any billing or payment questions.

### 4. QUOTATION INFORMATION

#### A. QUALIFICATIONS OF QUOTERS

Quoters must be technically qualified and financially responsible to perform the work described in this RFQ. At a minimum, each Quoter must meet the following requirements:

- (1) Be able to understand written and spoken English;
- (2) Have an established business with a permanent address and telephone listing;
- (3) Have the necessary personnel, equipment and financial resources available to perform the work;
- (4) Have all licenses and permits required by local law;
- (5) Meet all local insurance requirements;
- (6) Have no adverse criminal record; and
- (7) Have no political or business affiliation which could be considered contrary to the interests of the United States.

#### B. SUBMISSION OF QUOTATIONS

Quotations and related documentation shall be in English. This request for quotation is for the supply of the products described herein.

## 5. EVALUATION CRITERIA

Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price.

The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ. The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Otherwise, qualified and eligible to receive an award under applicable laws and regulations.