



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: May 29, 2012
	REFERENCE: RFQ / IACIT 2 course

Dear Sir / Madam,

You are kindly requested to submit your quotation for the following service before **6:00 p.m. local time (Tashkent) on June 08, 2012**

Item	Description
1	Hotel accommodation for up to 10 out-of-Tashkent participants for June 24-30 (6 nights), 2-3 star hotel
2	Six dinners to be provided at the hotel for up to 10 out-of-Tashkent participants on the arrival day and on the days of training (6 evenings).
3	Rent of equipment for simultaneous interpretation for 25 sets+2 instructors for the days of training (5 days)
4	Transportation to/from Tashkent Intl Airport for practical exercises (2 days)
5	5 lunches and 8 coffee breaks for the days of training for 25 participants, 2 instructors and 2 observers (5 days)
6	Bottled water (0.5l) for each participant and the instructor on the days of training (total: 300 bottles)
7	Rent of conference room (to be paid to the Customs Academy) – 5 days
8	Certificates printing for 25 people (25 certificates)
9	Notepads and with EXBS logo and name of the course for course participants + pens – (25 notepads and 25 pens)
10	B/w copy of course materials (binded books or folders) (6 books/folders) 100-120 pages
11	Name tags for 25 students and 2 instructors (27 name tags)
12	Group photo with the name of the course (29 copies)

GENERAL CONDITIONS / REQUIREMENTS

1. Your quotation in English or Russian language, should be accompanied by printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing service facilities in Tashkent city, Uzbekistan.
2. Prices can be quoted in Uzbek soums or US dollars.

OTHER CONDITIONS

Delivery Time	As soon as possible
Payment Terms	International Vendors: 100% of the total contract price will be paid by bank transfer to the Supplier's account after delivery and acceptance of goods for payments in US Dollars; Uzbekistan-based Vendors: 15% prepayment and 85% after acceptance for payments in Uzbek soums.
Validity of Quotation	60 DAYS
Contract format	Standard US Embassy purchase order

PLEASE STATE

<ul style="list-style-type: none">• Quantity discount and early payment discount• Separate quote for estimated transportation & insurance charges	<ul style="list-style-type: none">• Availability of local service in country of final decision• Details on any warranty / guarantee conditions• Delivery period
--	---

SUBMISSION REQUIREMENTS

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following address TashkentProcurement@state.gov or in sealed envelopes via mail/express mail or by hand to the address below not later than **6:00 pm local time (Tashkent) on June 08, 2012**

US Embassy Uzbekistan
3, Mayqorghon Street,
5th Block, Yunusobod District
Tashkent, 100093
Republic of Uzbekistan

Late bids will be rejected

You may quote for any Lot or for all Lots together (Please indicate transportation cost separately for each lot or specify that it is included for general price). Price quotations will be evaluated for each LOT separately and contract will be awarded to the company/s meeting to the technical specification and offering the lowest price on Lot by Lot basis.

ATTENTION: Please indicate on the envelop or on e-mail **subject the RFQ reference i.e. "IACIT 2 course"**. US Embassy will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same. Applicants with questions regarding this bidding should send them in writing (fax or E-mail) to:

US Embassy Uzbekistan

Fax: +998 71 120 63 35

or E-mail: TashkentProcurement@state.gov

Attn: Procurement Department