



**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM: <b>Companies</b>	DATE: <b>November 5, 2013</b>
	REFERENCE: <b>RFQ / QRM workshop</b>

Dear Sir / Madam,

You are kindly requested to submit your quotation for the following service before **13:00 p.m. local time (Tashkent) on November 18, 2013**

**SCOPE OF WORK FOR LOGISTICAL COMPANY**

**Purpose: to assist U.S. Centers for Disease Control and Prevention (CDC) in conducting a training on “Qualitative Research Methods” according to the table below.**

Title: Qualitative Research Methods

Dates: December 10-12, 2013

Duration: 3 days

Venue: Hotel in Tashkent region (options: “Oltin Olma”, “Pyramids” etc)

Total number of participating people: 50

Participants: 40 (throughout the country)

Trainers/Facilitators: 5 (including 2 from CDC/Atlanta, 1 from CDC/Almaty and 2 from CDC/Tashkent)

Interpreters: 2 (from Tashkent)

CDC/UZ: 3 (from Tashkent)

**See attached detailed SOW in the separate file**

**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	<b>International Vendors:</b> 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; <b>Uzbekistan-based Vendors:</b> 15% prepayment and 85% after acceptance for payments in Uzbek sums.
Validity of Quotation	60 DAYS
Contract format	Standard US Embassy purchase order

**PLEASE STATE**

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

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following address [TashkentProcurement@state.gov](mailto:TashkentProcurement@state.gov) or in sealed envelopes via mail/express mail or by hand to the address below not later than **13:00 pm local time (Tashkent) on November 18, 2013**

**US Embassy Uzbekistan  
3, Mayqorghon Street,  
5<sup>th</sup> 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. “QRM workshop”**. 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](mailto:TashkentProcurement@state.gov)**

**Attn: Procurement Department**