REQUEST FOR QUOTATION
19H08021K0604
THE EMBASSY OF THE UNITED STATES OF AMERICA REQUIRES A

Company: ________________________________

To provide the following:

1. Provide a quote with complete name of item, description & delivery; Quotes should list the items in the same order as listed below.
2. Delivery to Tegucigalpa, Honduras.
3. Include delivery date.
4. The vendor’s offer should include in the total price the cost of transportation as well as any additional modifications they require.
5. Purchase will be done thru Purchase Credit Card after approval from requester. (Approval: Delivery of the goods and confirmation of acceptance from requester)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT OF MEASURE</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Brand name or equal Conference table sits 14 people</td>
<td>each</td>
<td>1</td>
<td>L</td>
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<tr>
<td>Conference table 189&quot;x48&quot;x29&quot;(30&quot;) sits 14 people mahogany, wood composite core, high pressure matte finish laminate top, steel legs strength and stability. 1&quot; top surface with reinforced steel understructure. (include picture or brochure of item offered for evaluation)</td>
<td>Picture as reference</td>
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<tr>
<td>2 Brand name or equal Mid Back Conference chairs</td>
<td>each</td>
<td>14</td>
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<tr>
<td>Mid back conference chairs, adjustable, up to 300 lbs. weight capacity, with arm rest, faux leather Black finish. (include</td>
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<tr>
<td></td>
<td>Item Description</td>
<td>Quantity</td>
<td>Brand or Equal</td>
<td>Notes</td>
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<tr>
<td>3</td>
<td>Brand name or equal Three-seater sofa</td>
<td>each 1</td>
<td>L</td>
<td>L</td>
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<tr>
<td></td>
<td>3-seater sofa black faux leather 77&quot;x36&quot;x34&quot; (include picture or brochure of item offered for evaluation)</td>
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<tr>
<td>4</td>
<td>Brand name or equal Lounge Chair</td>
<td>each 2</td>
<td>L</td>
<td>L</td>
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<tr>
<td></td>
<td>Lounge Chair 35&quot;x36&quot;x34&quot; faux black leather (include picture or brochure of item offered for evaluation)</td>
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<tr>
<td>5</td>
<td>Brand name or equal Coffee Table</td>
<td>each 1</td>
<td>L</td>
<td>L</td>
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<tr>
<td></td>
<td>Coffee table 48&quot;x24&quot;x18&quot; mahogany top and Welded steel frame with powder coat finish (include picture or brochure of item offered for evaluation)</td>
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<tr>
<td></td>
<td><strong>Brand name or equal Desk free stand</strong></td>
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<tr>
<td>6</td>
<td>Desk Free-stand Type 56&quot;x26&quot;x29&quot; wood composite top, light grey finish, High pressure matte finish laminate, steel base, with light grey powder finish. <em>(include picture or brochure of item offered for evaluation)</em></td>
<td>each</td>
<td>80</td>
<td>L</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Brand name or equal Visitor/Guest chairs</strong></th>
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<tbody>
<tr>
<td>7</td>
<td>Visitors/Guest Chair, 34in.H x 24in.W x 26in.D, black fabric. <em>(include picture or brochure of item offered for evaluation)</em></td>
<td>each</td>
<td>160</td>
<td>L</td>
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</tbody>
</table>
A. Supplies and Prices:
The Contractor shall provide to the U.S. Government the new products as described in the specifications for the stated firm fixed price. Further, the Contractor shall properly perform the delivery to the location set forth under Place of Delivery, of this document. The firm fixed price shall include the products pre-delivery inspection, certificates of origin, operator’s manuals, warranty certificates and any other documentation mandated by the destination country.

B. Delivery Date:
Delivery Date is ninety (90) calendar days maximum after receipt of the award.

NOTE: PRODUCT SHALL COME WITH AT LEAST A 1-YEAR WARRANTY AND GUARANTEE OF QUALITY.

C. Warranty:
The vendor’s offer should include a 1-year warranty for every item of equipment requested. It should cover any defect or deficiency that may occur during normal use. Shall provide technical support during warranty period to resolve questions related to operation of equipment. A written warranty should be provided.

D. Place of Delivery:
The contractor is responsible for ensuring delivery of goods to the following address:

Consignee Address:
Consignee: US Embassy Honduras
19H08020K0604
INL Section Tegucigalpa
Ave. La Paz Colonia Palmira
Tegucigalpa M.D.C., Honduras
Paola Arevalo / Marvin Alvarado
Email: arevalopl@state.gov

Address to be delivered:
PoC: María Paredes
ITP, ZIP Comayagua
CETEP Comayagua
Col San Miguel Comayagua, Honduras

International vendors can offer,
DAP Terms: US Embassy Honduras will support with customs process but not storage fees. Contractor needs to send correct paperwork (Consignee to: US Embassy Honduras, Invoices, packing list, description,
item country origin, among others beforehand) and be expedite when information is required to avoid any delays and generate storage fees. Delays or Storage fees due to any wrong documentation from vendor will NOT be paid.

An email will be requested to vendor once awarded of the packing list with original invoice that will provide advance information for Customs clearance purposes. One copy of the packing list and commercial invoice must accompany the shipment, attached to the outside of the “lead” or number one box/carton/package, or individually attached to the outside of each box/carton/package.

If vendor is local, the previous remarks do not apply.

**Delivery Terms:** THE VENDOR IS RESPONSIBLE FOR THE DELIVERY OF ALL ITEMS LISTED ABOVE (BRAND NAME OR EQUAL).

E. **Evaluation Factor:**

a. The U.S. Government intends to evaluate this requirement based on the **lowest price technically acceptable (LPTA).** NOTE: Offerors shall include specific details and delivery dates in their responses to this RFQ. All pricing shall reflect L

b. **Company Documents:** Please include the following documents (all documents should be up to date):
   - Company License / SAM Number
   - Company RTN
   - Company addresses and telephone Number
   - Contact Name, telephone number and email address

c. **Delivery Terms:** The vendor is responsible for the delivery of all items listed above under this Request of quotation (Brand name or Equal) in the stated shipping address.

d. **Offers/ Quotes:** Complete pricing section in Lempiras (L).

**NOTE:**


If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

a. For acquisitions conducted using sealed bidding procedures / email offer, on the date of bid opening

b. For acquisitions conducted using negotiation procedures—
   1. On the date specified for receipt of offers, if award is based on initial offers; otherwise
   2. On the date specified for receipt of proposal revisions.
e. **Tax Exempted:** Offers should *not* include tax (process must be tax exempted) Tax Exemption will be sent digitally for your support.

f. **Payment:** Payment thru Government Purchase Credit Card. Payment will be processed once the requester has confirmed as complete the delivered items.

Your offer must be submitted no later than **Monday, June 07, 2021 at 11:00 a.m. (Tegucigalpa, Honduras Time)** via e-mail to arevalopl@state.gov. After time offers, will not be taken in consideration.

May 25, 2021

Contact information: _______________________________________

Signature: ___________________________  Date signed: ___________________________

PLEASE FILL PRICES, TOTAL, AND SIGN. THIS REQUEST OF QUOTATION SHOWS YOUR PROOF OF READING AND UNDERSTANDING OF THE BID.

YOU MAY ATTACH YOUR QUOTE AS WELL OR SPECIFICATIONS.