

## Embassy of the United States of America



Islamabad, Pakistan  
Date: April 05, 2023  
Page 1 to 5

To: Offeror

Request No: 19PK3323Q1064 – Supply of Tablecloth  
From: Contracting Officer  
General Services Office  
US Embassy,  
Diplomatic Enclave, Ramna 5,  
Islamabad.

E-mail: [AshfaqF@state.gov](mailto:AshfaqF@state.gov)  
Phone: 92-51-201-5152

---

Subject: **Request for Quotation – Supply of Tablecloth**

The U.S Embassy, Islamabad has an opportunity for the Open Market Contractors to participate in bidding for the “Supply of Tablecloth”. It will be a Firm-Fixed Price Purchase Order. Bid from all potential offerors will be accepted based on assurance of quality, capability, lead time for delivery and competitive price. You are encouraged to submit your bids before the deadline i.e., April 21, 2023. The vendors dealing in the similar trade are encouraged to participate in this Solicitation.

## 1. Items Description:

**Note:** Brand Name or Equivalent but it must meet below specification. Otherwise, not acceptable.

Sr. #	Item's Details	Required Quantity	Unit Price in USD	Total Price in USD
1	<b>Long Tablecloth:</b>  Type: Rectangular Tablecloth Size: 90" x 132" Thickness: 200 GSM Color: White, Navy Blue, Red & Black (100 each color) Material: 100% Polyester Other: Stain & Wrinkle Resistant, Machine Washable, 1 piece.	400 Each		
2	<b>Round Tablecloth:</b>  Type: Round Tablecloth Size: 108" Round Thickness: 130 GSM Color: White, Navy Blue, Red & Black (100 Each) Material: 100% Polyester Other: Stain & Wrinkle Resistant, Machine Washable, 1 piece.	400 Each		
3	<b>Round Tablecloth:</b>  Type: Round Tablecloth Size: 120" Round Thickness: 130 GSM Color: White, Navy Blue, Red & Black (100 Each) Material: 100% Polyester Other: Stain & Wrinkle Resistant, Machine Washable, 1 piece.	400 Each		
4	<b>Long Tablecloth:</b>  Type: Cocktail Spandex Table Cover Size: Fits a 24"-36" diameter x 42" tall Cocktail Table Color: Navy Blue & Red (100 Each) Material: Spande	200 Each		

12	Estimated transportation & handling charges till NJ, 08902	1Lump Sum		
		Grand Total in USD =>		

## 2. Quote Submission Due Date:

Quotation must be submitted electronically with subject line "Quotation for **RFQ# 19PK3323Q1064** – "Supply of Tablecloth". Quotations must be received **on or before Close of business (COB) Friday, April 21, 2023**. No quotation will be accepted after the deadline. Submit your quotations to the following email address: [AshfaqF@state.gov](mailto:AshfaqF@state.gov)

For your quote to be considered, must submit the following documentation: -

### **Requirements:**

Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.

- a. Please include list of your clients, you sold similar items within the last two years.
- b. Include below information in bid:
  - i Delivery Period after receiving of Purchase Order.
  - ii Bid must be valid for 30 days from the closing date for this solicitation.
  - iii Acceptance of our Net 30 days Payment terms.
  - iv Valid DUNS Number and SAM Registration
- c. Bidder must have a physical business address and good financial health to get this award. Provide evidence for business address.
- d. Please provide reference of our Request Number **19PK3323Q1064** in all your correspondence regarding this request for price quotation.
- e. Please note that U.S. Embassy is tax exempted, please submit tax free quote.
- f. We highly recommend that vendors interested in submitting their quotations are registered in the System for Award Management (SAM) for acceptability of their quotations. Awards beyond \$10K will not be made to non-SAM registered entities. In case, your entity is not registered in SAM, initiate the registration by visiting following link <https://sam.gov/content/help> and obtain Unique Entity Identifier (UEI). Note this UEI on the top of your quotation. SAM is the official U.S. government operated website that offers free of cost registration.
- g. Go through all the documents in the solicitation and read them very carefully. Your response must be in accordance with the solicitation and have the bid signed by an authorized representative of your company. Otherwise, the proposal may be considered unacceptable and may be rejected.

### 3. Terms & Conditions:

#### a) Mode of Payment:

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the US Embassy Financial Management Office and satisfactory completion of work/delivery of acceptable items.

#### b) Delivery Schedule/ Period of Performance:

The delivery is required to be made within 15-25 days after receiving the PO. The vendor will deliver the supplies at New York DA Office, IKUN LLC, 2801 Route 130, Unit 1, North Brunswick, NJ, 08902. Must call our warehouse 3 days prior to shipping for a delivery appointment (571) 482-5289. Operating hours are from Monday thru Fridays 7:30am until 3:30pm, closed for lunch from 12:00pm until 12:45pm.

#### c) Inspection & Acceptance:

A Government representative will inspect the items at the time of delivery or later to determine the quality, acceptability and payment shall be released accordingly. Any item found with change in Specs, Quality, Brand shall be returned to the vendor without entertaining the payment claim.

### 4. FAR/ DOSAR Clauses applies on this Solicitation:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link:

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

#### **FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES**

NUMBER	TITLE	DATE
52.204-7	SYSTEM FOR AWARD MANAGEMENT	OCT 2018
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally controlled facility or access to a federal information system)	JAN 2011
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018

52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	JUL 2016
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	OCT 2018
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAY 2020
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.244-6	UBCONTRACTS FOR COMMERCIAL ITEMS	NOV 2020
52.246-26	REPORTING NON-CONFORMING ITEMS	JUN 2020

##### **5. EVALUATION CRITERIA:**

The award will be made to the Lowest Price Technically Acceptable vendor, who can meet the delivery schedule, salient physical, functional and performance characteristics.

(End)