Guatemala, May 26, 2020

To: Prospective Quoters

Subject: Request for Quotations 19GT5020Q0044 – Video-Conference Systems

Enclosed is a Request for Quotations (RFQ) for Video-Conference Systems. If you would like to submit a quotation, please complete the required portions of the attached documents and submit your offer to: GuatemalaBids@state.gov

Please use ONLY the address provided above to send your offer, including the solicitation number in the email subject. Offers sent to any other email addresses may be rejected.

The U.S. Government intends to award a purchase order to the responsible company submitting a technically acceptable offer at the lowest price. We intend to award a purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Pricing must include breakdown (NET PRICE + VAT = FULL PRICE). VAT (IVA) should be listed separately for each line item.

Questions for this RFQ are due on June 4, 2020 at 12:00 hours. Submit your questions to CifuentesIG@state.gov.

Quotations are due on June 16, 2020 by COB 17:00 hours. You will receive an automatic response from the GuatemalaBids@state.gov inbox once your bid has been received successfully. If you do not receive this automatic response, please contact Ingrid Cifuentes to CifuentesIG@state.gov.

Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system. Quotation documents should be .pdf, .tif, or .gif files only. Please include the RFQ number and title of the project in the subject line of your email submittal.

Sincerely,

Aaron C. Truax
Contracting Officer

List of attachments:
- Standard Form 18 (RFQ)
- Solicitation Package –Statement of Work
- Clauses incorporated by reference