



**International Narcotics and Law Enforcement (INL)
United States Embassy
Guatemala City, Guatemala**

ADVERTISEMENT

STATEMENT OF WORK AND REQUEST FOR QUOTATION

RFQ No.: 19GT5021QI0002

Date: November 25, 2020
Request of Quotation closing date: **Monday December 7th, 2020 COB 12:00pm**

Point of Contact/Contactar a: INL – Ana Rodriguez

Request for Quotation No. **19GT5021QI0002**
Purchase Request No.: PR9510219

Project Justification

The INL Section of the U.S. Embassy in Guatemala is seeking a qualified vendor to provide a quote for the acquisition delivery and installation of furniture and chairs for a local government agency, in Guatemala City will be required.

1. Detailed List and Technical Specifications:

Furniture and installation for all desks and furniture, with
 Tops and drawers: Dark Cherry
 Legs and skirts: grey metal

Quantity	Description
1	<p><u>Meeting table</u></p> <ul style="list-style-type: none"> ▪ 2.27 meters x 1 meters ▪ 1" thick melamine with formic lining Dark Cherry ▪ thickened top on the perimeter ▪ Cable Slot the center
1	<p><u>Workstation 1.80 meters x 1.80 meters U-shaped</u></p> <ul style="list-style-type: none"> ▪ made of 1" thick melamine, Dark Cherry ▪ 2 aerial cabinets with doors and lock two keys ▪ 1 book shelf in the back of the desk ▪ 1 file of 3 drawers with central lock system
12	<p><u>1-piece L-desks</u></p> <ul style="list-style-type: none"> ▪ 1.40 meters front x 1.40 meters x 0.76 meters high ▪ 1 "thick melamine top Dark Cherry ▪ skirt with 3 drawer filing cabinet (2 pen drawers, 1 drawer for hanging legal folders with aluminum loader) made of 5/8 melamine thickness ▪ central locking system with key ▪ Metal legs with base oven baked in gray
4	<p><u>L-shaped Executive desk</u></p> <ul style="list-style-type: none"> ▪ 1.80 meters x 1.50 meters ▪ 1 "thick melamine top dark cherry ▪ skirt with 3 drawer filing cabinet (2 pen drawers, 1 drawer for hanging legal folders with aluminum loader) made of 5/8 melamine thickness ▪ central locking system with Key ▪ metal legs with base oven baked in gray
2	<p><u>Executive Bookcase</u></p> <ul style="list-style-type: none"> ▪ 2.40 meters wide x 2.10 meters high dark cherry ▪ glass doors and aluminum formic ▪ with 2 drawers and 2 shelves inside ▪ with glass doors
3	<p><u>Sideboard (credenza)</u></p> <ul style="list-style-type: none"> ▪ 1.20 meters wide x 0.70 meters deep x 0.76 meters high. ▪ body of 5/8 thick melamine Dark Cherry ▪ 1 "thick top ▪ 4 folding doors ▪ Pulls for the arch with metal of 11.3 cm

2	<p><u>4-person workstation</u></p> <ul style="list-style-type: none"> ▪ 2.40 mts front x 1.22 mts x 0.76 mts high, cherry color. ▪ 1 "thick melamine top dark cherry ▪ metal legs with base oven baked in gray ▪ central locking system with Key ▪ 4 metal skirt with 3 drawer filing cabinet (2 pen drawers, 1 drawer for hanging legal folders with aluminum loader) ▪ Pulls for the arch with metal of 11.3 cm ▪ 5.8" melamine thick desk screen, gray color
34	<p><u>Chairs with the following specifications:</u> Executive chair, with fixed arms, back support of mesh fabric in black color, seating covered with black fabric; angled back support is required as well as height manual adjustment; chairs needs to have five legs with five wheels.</p>
37	<p><u>Chairs with the following specifications:</u> Executive chair, with fixed arms), lumbar support, the back seat of the chair is required of mesh fabric in black color, head support is also required and covered with mesh fabric in black color; foamed seating covered with black fabric; angled back support is required as well as height manual adjustment; chairs needs to have five legs with five wheels.</p>

Drawings will be available to interested vendors only upon request to Ana L. Rodriguez via email. RodriguezAL@state.gov

Vendor shall be compliant with NDAA (Clauses Attached as Annex I) mandatory to be eligible for any US Government Order

2. Delivery Place:

Guatemala City, final address will be determined upon award, place located in Zone 1

3. Delivery time frame:

3 weeks after receipt of order confirmation

4. Warranty:

The awarded company needs to provide 5 years standard warranty

5. Payment terms and conditions

6. The US Embassy-INL will issue a Pcard order and a **CREDIT CARD** will be used as method of payment after goods are delivered in final destination. Please reflect on your quote any credit card surcharge if any included in price of the goods or services, do not include a separate line item with such.

Bill to:

SECCIÓN DE ASUNTOS NARCÓTICOS DE LA EMBAJADA DE LOS ESTADOS UNIDOS DE AMÉRICA NIT: 6358562-6

7. Points of contact for any questions

Ana L. Rodriguez

Procurement Agent

US Embassy / INL

Guatemala, Ciudad

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CLAUSES FOR PURCHASE CARD TRANSACTIONS**ABOVE \$3,000 BUT NOT EXCEEDING \$25,000 ISSUED BY OVERSEAS CARDHOLDERS****(Current through FAC 2005-52)****FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

This order incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the cardholder will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://acquisition.gov/far/index.html>

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

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.212-4	Contract Terms and Conditions – Commercial Items	JUN 2010
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))

_____Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Applicability is as indicated in the chart below.]

NUMBER	TITLE, DATE AND STATUTORY CITATION	APPLICABILITY
(1) – (24)	[Reserved].	
(25) 52.222-19	Child Labor – Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).	Applies if order is for supplies.
(26)	[Reserved].	
(27)(i) 52.222-50	Combating Trafficking in Persons (FEB 2009).	Applies to all orders.
(28) – (39)	[Reserved].	
(40) 52.225-13	Restrictions on Certain Foreign Purchases (JUN 2008) (E.Os, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).	Applies to all orders.
(41) – (46)	[Reserved].	
(47) 52.232-36	Payment by Third Party (FEB 2010) (31 U.S.C. 3332).	Applies to all orders.
(48) 52.239-1	Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).	Applies if order is for information technology that requires the security of that information technology.
(49)(i) 52.247-64	Preference for Privately Owned U.S.- Flag Commercial Vehicles (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).	Applies if order is for supplies that may involve ocean transportation subject to the cargo Preference Act.
(49)(ii)	[Reserved].	

(c) [Reserved].

(d) [Reserved].

(e) [Reserved].

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES (see parenthetical statements for applicability)

NUMBER	TITLE	DATE
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post by a U.S. contractor)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for supplies to be delivered to an overseas post by a U.S. vendor)	JUL 1988
652.242-72	Shipping Instructions (for supplies to be delivered to an overseas post by a U.S. vendor)	DEC 1994
652.242-73	Authorization and Performance (for all orders)	AUG 1999