

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**

THIS RFQ IS IS NOT A SMALL BUSINESS SET-ASIDE

1. REQUEST NO. 19M16021Q0006	2. DATE ISSUED 02/16/2021	3. REQUISITION/PURCHASE REQUEST NO. PR9725230	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5a. ISSUED BY The Contracting Officer, American Embassy, Area 40, Plot 24, Kenyatta Drive, Box 30016, Lilongwe 3, Malawi	6. DELIVER BY (Date)
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5b. FOR INFORMATION CALL (NO COLLECT CALLS)	7. DELIVERY
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NAME	TELEPHONE NUMBER	<input checked="" type="checkbox"/> DAP DESTINATION <input type="checkbox"/> OTHER (See Schedule)
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US Embassy - Procurement	+265 1 773 166	9. DESTINATION
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8. TO:	U.S. Embassy Lilongwe
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a. NAME	b. COMPANY	b. STREET ADDRESS
		Area 5 Plot # 66

c. STREET ADDRESS	c. CITY
	Lilongwe

d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
	Malawi		Malawi	

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date)
Feb 23rd, 2021, 10:00hrs (Lilongwe Local Time)

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	GENERATOR FUEL AND OIL FILTERS				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations [X] are [] are not attached.

13. NAME AND ADDRESS OF QUOTER	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER		

STREET ADDRESS	16. SIGNER	
	a. NAME (Type or print)	b. TELEPHONE
c. COUNTY		AREA CODE

d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	NUMBER
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The Embassy intends to award a purchase order to the lowest priced technically acceptable offer. You are encouraged to make your quotation competitive and cautioned against any collusion with other potential offerors in regard to price submissions. The Request for Quotation (RFQ) does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

The price shall include destination to: AMERICAN EMBASSY LILONGWE, and must include all profit, material, labor, and transportation costs.

Information relating to the evaluation, comparison of quotations and recommendation of contract award shall not be disclosed to vendors or any other persons not officially concerned with such process until information on contract award is communicated to all vendors.

Please read the RFQ carefully and submit your quotation to lilongwegsoprocurement@state.gov on or **before 10:00 hours on Feb 23rd, 2021. Late and oral quotations will not be accepted.**

In order for your quote to be considered, you must submit the following documentation:

1. Standard Form SF-18 completed in US Dollars For foreign bidders/ Malawi Kwacha for local bidders
2. Detailed technical proposal with sample pictures
3. Clearly stated delivery date
4. Cost must include printing of visible U.S Embassy stickers and inserting on the tents