



Embassy of the United States of America

Ashgabat, Turkmenistan

To All Prospective Offerors:

SUBJECT: Request for Quotations Number PR11568835 Office Furniture

The Embassy of the United States of America invites you to submit a proposal for Office Furniture and installation.

If you are interested in submitting a proposal on this project, read the Scope of Work and the attached Request for Quotations (RFQ). Enclosure 1 consists of the proposed Statement of Work (SOW). would be executed between the Embassy and the selected operator.

The Embassy intends to conduct a site visit. All prospective offerors are invited to attend (please contact AshgabatProcurement@state.gov for RSVP). The conference will be held on **April 20, 2023 at 11:00 a.m.** at: Embassy of the United States of America (New Compound)
US Embassy Ashgabat
28 Archabil Avenue,
Ashgabat, 744000 Turkmenistan

Your proposal must be submitted on or before **17:00 PM Ashgabat time on May 11, 2023** in a sealed envelope marked "Quotation PR11568835 Enclosed" to:

Attention: Contracting Officer Embassy of the United States of America

9, 1984 Street (Pushkin Street),
Ashgabat, 744000 Turkmenistan
OR sent to AshgabatProcurement@state.gov

No proposal will be accepted after this time.

Complete the Schedule portion of the Standard Form 18, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Direct any questions regarding this request for quotations to the Contracting Officer by letter WilliamsJR3@state.gov or by telephone +993 12 94 00 45 during regular business hours.

Sincerely,
Joseph R Williams
Contracting Officer

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)	THIS RFQ _ IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE	Page 1 of 3
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1. REQUEST NO. PR11568835	2. DATE ISSUED 04/14/2023	3. REQUISITION/PURCHASE REQUEST NO. PR11568835	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5a. ISSUED BY US Embassy Ashgabat 9, Pushkina Street, Ashgabat, Turkmenistan744000	6. DELIVER BY (Date) 90 days after notice to proceed
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5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY _ FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See General Conditions/Requirements)
NAME Procurement Department Contracting officer	TELEPHONE NUMBER +99312 94 00 45	9. DESTINATION a. NAME OF CONSIGNEE

8. TO:		Embassy of the United States of America In Ashgabat		
a. NAME	b. COMPANY	b. STREET ADDRESS 3 US Embassy Ashgabat 9, 1984 Street (Pushkin St)		
c. STREET ADDRESS		c. CITY Ashgabat		
d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
			Turkmenistan	744000

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) May 11, 2023 12:00 Ashgabat 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.
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1.	Office Furniture for Rooms A125, A126, A127, and A128 (Exhibit A)	1	Set		
2.	Office/Casual Furniture for Rooms A224, A233 (Exhibit B)	1	Set		
3.	Office Furniture for Rooms W102-104, W106-W108, W127, W128, and W201 (Exhibit C)	1	Set		
4.	Office Furniture for Room SX118 (Exhibit D)	1	Set		
5.	Office Furniture for Rooms W128, and W201 (Exhibit E)	1	Set		

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 [] 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			16. SIGNER		b. TELEPHONE
STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

BACKGROUND

The U.S. Embassy is creating additional office space on the New Embassy Compound (NEC) that align with functions being relocated to the NEC following the NEC Phase 1 opening. The establishment of these offices on the NEC will free up much needed office space within an overcrowded existing Embassy. As well as ensure efficient operations are maintained by keeping functional spaces collocated with office locations.

OBJECTIVES

The U.S. Embassy in Ashgabat has developed requirements for the purchase of Office Furniture for the NEC.

The contractor shall acquire, manufacture, deliver, and assemble the required equipment. All assembly instructions shall be in both English, warranty and shipping shall be in accordance with the specifications, requirements, and timeframe as stipulated herein.

GENERAL CONDITIONS/ REQUIREMENTS

The Contractor shall acquire, manufacture, deliver, and assemble Office Furniture for U.S. Embassy Ashgabat. The Office Furniture to be delivered under this contract shall be standard commercial products that meet or exceed the requirements of this specification. The Office Furniture shall comply with all Federal regulations applicable. Product materials shall be new and not less than the quality conforming to current engineering and manufacturing practices. Product materials shall be free of defects and shall be suitable for the intended use.

Your quotation/offer in English language, should be accompanied by adequate technical documentation other printed material or pertinent information (in English language) for each item quoted. The prices should include delivery cost to U.S Embassy Ashgabat.

Giving existing space dimensions (see details below) please provide full set office design furniture layout for requested quantity desk position employees. These layouts design shall compliant with US Federal regulations/standards.

All contractors must be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to of quotations/proposals.

TRAINING: The contractor shall provide training on proper furniture assembly within thirty days of delivery of the first complete furniture set. Training is to be offered to up to five (5) U.S. Embassy employees at the NEC facilities. It is up to the contractor to determine the required number of hours or days necessary to complete this training. Appropriate evaluation methods will be used to determine the participants' competency. The contractor shall also provide furniture assembly instructions in English and Russian. The contractor shall also provide tools or equipment if furniture assembly requires special tools. Each furniture set should include its own tool set.

Warranty: The contractor shall provide a one-year standard manufacturer's warranty, serviceable throughout Turkmenistan.

OTHER CONDITIONS

Delivery Time	90 days after notice to proceed, DOOR to DOOR
Payment Terms	Per Prompt Payment Act FAR Subpart 32.9 https://www.acquisition.gov/content/gart-32-contract-financing
Validity of Quotation	30 DAYS
Mode of Transport	AIR
	SURFACE
	SEA
	OTHERS
Contract format	Standard US Embassy Purchase order

PLEASE STATE

<ul style="list-style-type: none">• Quantity discount and early payment discount• Separate quote for estimated transportation & insurance charges	<ul style="list-style-type: none">• Availability of local service in country of final decision• Details on any warranty/guarantee conditions.• Delivery period
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ATTENTION:

Please indicate on e-mail subject the RFQ reference i.e. "**RFQ/ PR11568835**".

Applicants with questions regarding this bidding should send them in writing (fax or E-mail) to:

US Embassy Ashgabat Fax: +99312 94 26 14
or [e-mail:AshgabatProcurement@state.gov](mailto:AshgabatProcurement@state.gov)

EXHIBIT A

A126 – 1 Office desk with storage, 1 office chair
small round conference table with 3 chairs

A127 – 2 office desks with storage and 2 office chairs

A128 – Office desk with storage, office chair

A129 – 14 Cubicle workstations with storage (at least 1.65m heights Panels, include desk, bookshelves,
locking pedestal drawers, and office chairs),
Single stand-alone station with storage and office chair
8 Person Conference Table with chairs.

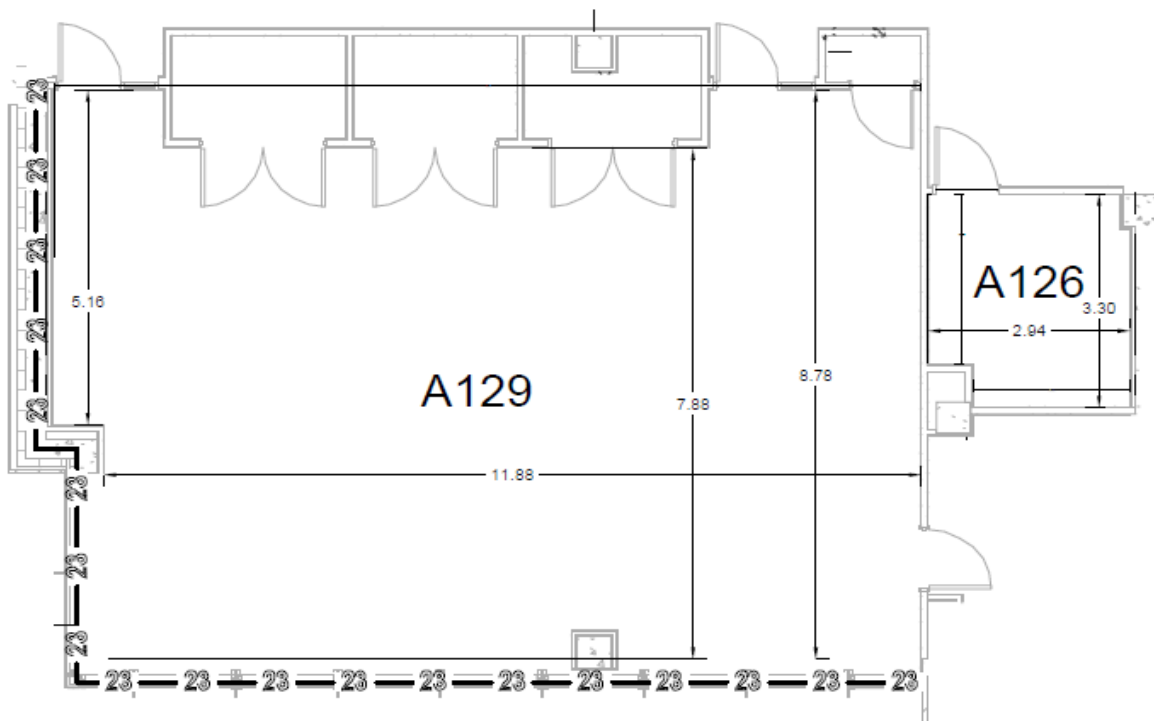
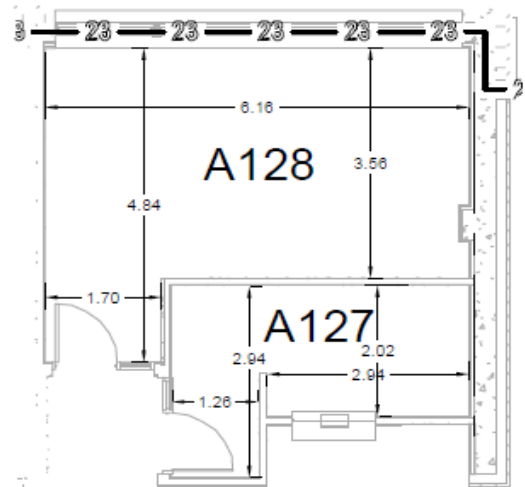


EXHIBIT B

A224 – 1 Office desk with storage and office chair, 3 Small Tables, 6 Reading Chairs/Couch(s),

A233 – 1 Office desk with storage and office chair

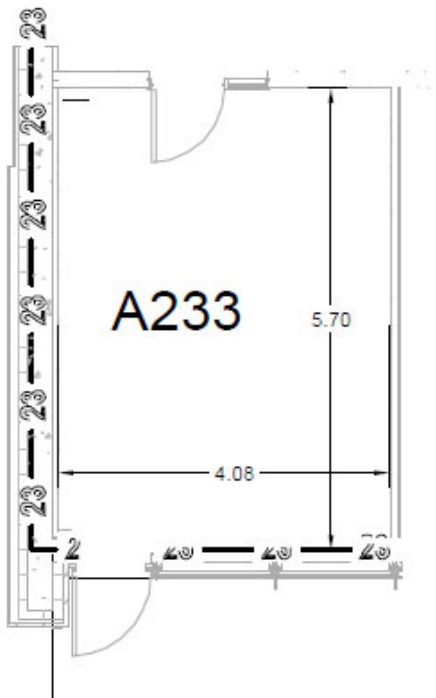
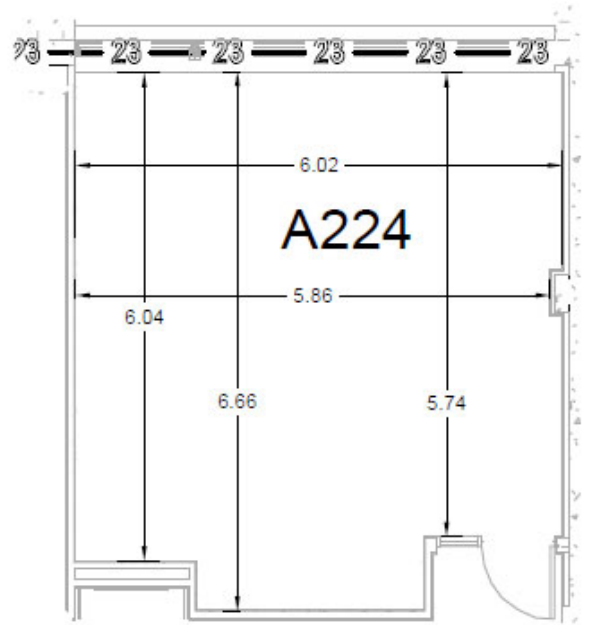


EXHIBIT C

- W102 – 4 Cubicle workstations with storage (at least 1.65m heights Panels, include desk, bookshelves, locking pedestal drawers, and office chairs)
- W-103 – 2 Office desks with storage and 2 office chairs
- W104 – 2 Office desks with storage and 2 office chairs
- W106 – 1 Single stand-alone station with storage and office chair
- W107 – 12 Cubicle workstations with storage (at least 1.65m heights Panels, include desk, bookshelves, locking pedestal drawers, and office chairs),
- W108 – 1 Office desk with storage and 1 office chair
small round conference table with 3 chairs

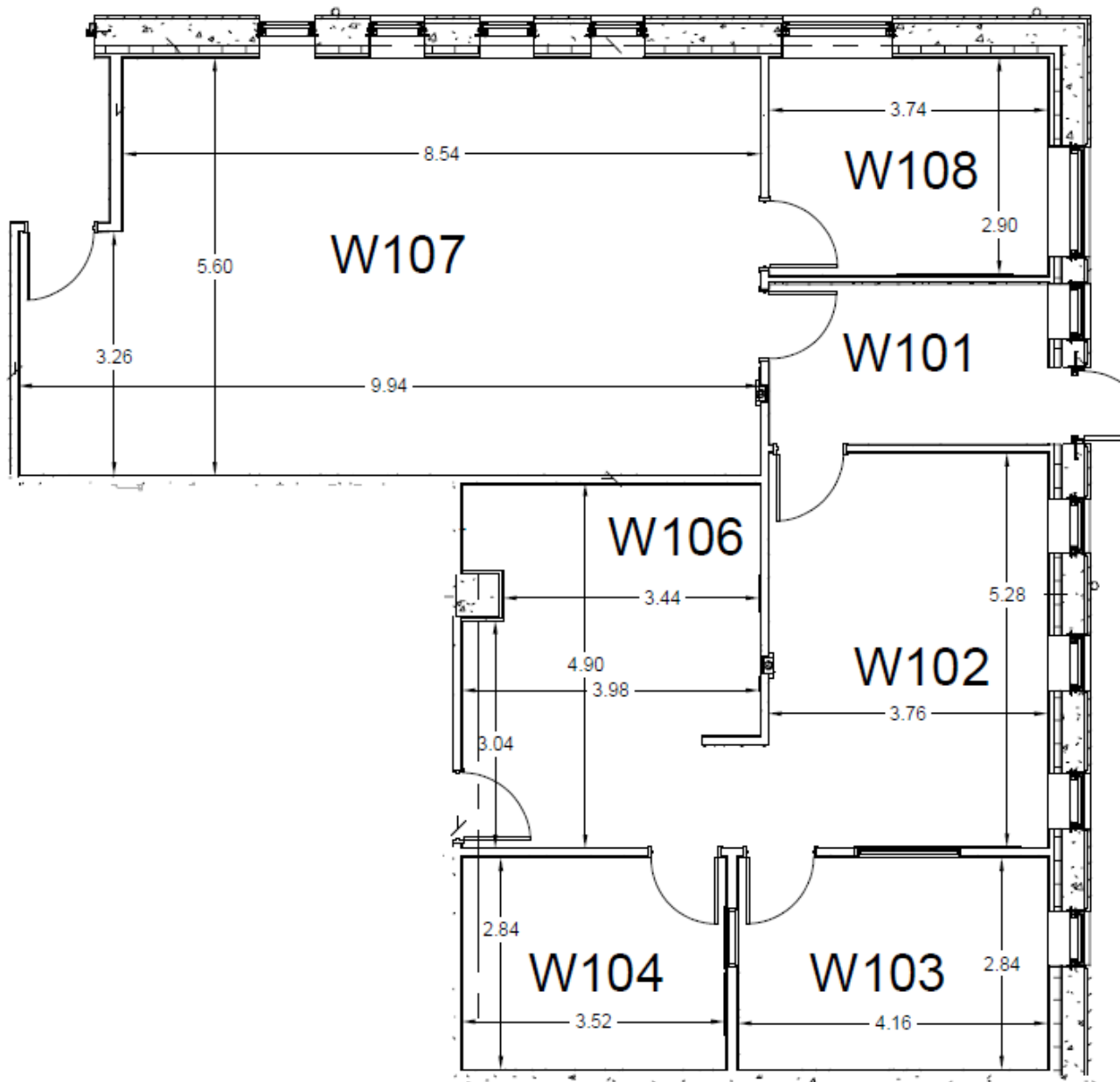


EXHIBIT D

SX118 – 3 Office desks with storage and 3 office chairs

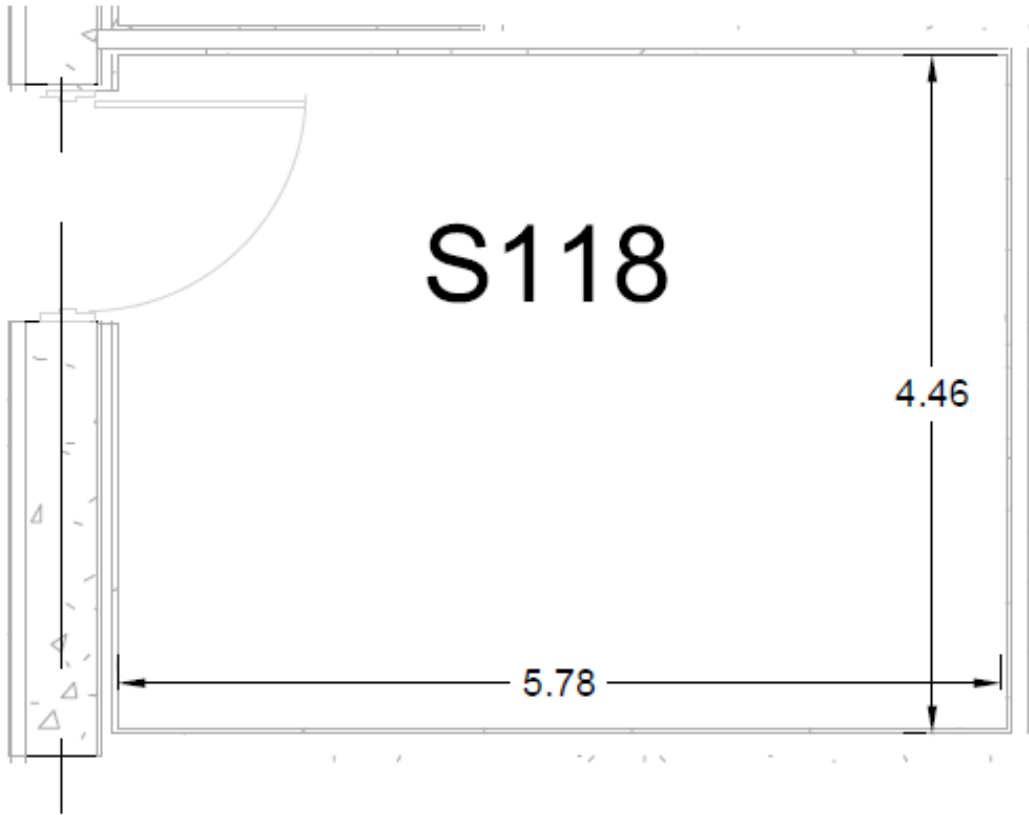


EXHIBIT E

W128- Standing Height Table with footrest and 2 stools.

1 Single stand-alone station with storage and office chair

W201- Standing Height Table with footrest and 2 stools.

