

# Embassy of the United States of America



To: Offeror

Islamabad, Pakistan  
Date: March 13<sup>th</sup>, 2017  
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Request Number: PR7173477

From: Contracting Officer  
General Services Office  
US Embassy  
Diplomatic Enclave, Ramna 5  
Islamabad

E-mail: [Akhtart@state.gov](mailto:Akhtart@state.gov); [LatifM@state.gov](mailto:LatifM@state.gov);  
Phone: 92-51-201-5820

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Subject: **Request for Price Quotation – Ribbon Grass Project for Compound Area.**

A. The Embassy requests your price quote on a priority basis for the following item:

## **1. ITEM DESCRIPTION**

The U.S. Embassy Islamabad requires deliveries of “**Ribbon Grass Project for Compound Area**”. Provide your best rates.

### **1.1 Price**

S/ No	Item Description	Quantity	Unit Price (in PKR)	Total Price ( in PKR)
1	Red Soil for garden	<b>7000 Cubic Foot</b>		
2	Compost Fertilizer (Each bag is 50 Kg)	<b>80 Bags</b>		
3	Ribbon Grass. ( With 12" inch height in pot )	<b>8000 Each</b>		

4	Coconut hush (Compact block shape size 1/2"-3/4" )	<b>4000 Kg</b>		
5	Drip irrigation conduit 17mm	<b>2000 Foot</b>		
6	Galvanized Stake	<b>4000 Each</b>		
7	Drip irrigation parts (Tee, Joiner 17mm)	<b>500 Each</b>		
8	Drip irrigation Parts (Elbow, Cross Tee 17mm)	<b>50 Each</b>		
9	1/2" riser adopter threaded	<b>15 each</b>		
10	Flash valve (17mm)	<b>15 Each</b>		
<b>Grand Total Price</b>				

## **2. TERMS & CONDITIONS**

### **Inspection & Acceptance:**

A Government representative will inspect the products delivered to determine the quality and acceptability. Substandard products shall be returned at vendor's expense.

### **Payment Terms:**

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Financial Management Officer (FMO) after delivery.

### **SUBMISSION OF INVOICE:**

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in pdf format to the Financial Management Center to [IslamabadFMC-Invoice@state.gov](mailto:IslamabadFMC-Invoice@state.gov)
2. One copy clearly marked "DUPLICATE Copy for GSO – original submitted to FMO" to [Islamabad\\_GSO\\_Procurement@state.gov](mailto:Islamabad_GSO_Procurement@state.gov)

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):

Financial Management Officer (FMO)  
US Embassy, Diplomatic Enclave  
Ramna-5, Islamabad

For payment related queries contractor will contact Financial Management Officer (FMO) [IslamabadFMC-Invoice@state.gov](mailto:IslamabadFMC-Invoice@state.gov). Contracting Officer takes no responsibility for payment and/or associated queries.

### **Contract Clauses**

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

[http://aopepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx) this link does not work

52.249-2	Termination for Convenience of the Government (Fixed-Price) (MAY 2004) Alternate I (APR 1984)
52.212-4	Contract Terms and Conditions--Commercial Items (May 2015)
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016)

### **Offer Due Date:**

1. Please submit your quote on or before **March 23, 2018 at 15:00** to **Contracting Officer, U.S. Embassy, Diplomatic Enclave, Ramna-5, Islamabad** or via Email to following email addresses:

[akhtart@state.gov](mailto:akhtart@state.gov)  
[LatifM@state.gov](mailto:LatifM@state.gov)

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide list of past five completed projects related to gardening services/material.
4. Please provide reference of our Request Number **PR7173477** in all your correspondence regarding this request for price quotation.