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June 16, 2021

Subject: **Request for Quotations (RFQ)**
Order Number: 19DR8621P0925
Conference in Punta Cana 2021

Dear Prospective Offeror:

The U.S. Embassy Santo Domingo, Dominican Republic, invites your company to submit quotations under full and open competition procedures for the following: **Conference in Punta Cana 2021** acquisition, detailed below. The following specifications are provided; when quoting a product each offeror must demonstrate that their proposed product meets or exceeds requirements.

Line	Description	Quantity
1	<p>The U.S. Embassy in Santo Domingo requires lodging services and conference venue spaces at a hotel in Punta Cana, Dominican Republic. The property must offer an All-Inclusive plan where all needs of the group will be provided at the same venue for a fixed price (lodging, meals, entertainment). The property must be located as close as possible to the Punta Cana Airport. The event requires 5 nights of lodging (travel days: day 1 and 6) and 4 days of meetings.</p> <p>Location and Time Place: Punta Cana. Date: August 2-6, 2021 Time: 8:00 a.m. to 6:00 p.m.</p>	75

Please refer to the attached document “19DR8621P0925 – Statement Of Work” for further details

WRITTEN QUOTES

The offeror shall provide an electronic copy containing all required sections of the written quote. The offeror must submit the quote in PDF format. Any offeror that does not comply with the following instructions or does not submit a required component of this RFQ within the allotted time frame shall not be considered for award.

SOLICITATION CONSIDERATIONS

All Quotes must be valid for 60 days from the closing date for this solicitation. No exceptions or qualifications. New items ONLY, NO grey market or refurbished products. Items must be in original packaging, never used, and not altered in any way. Components of the requested items, to include memory, must be manufacturer-approved

and may not be compatible, remanufactured, or refurbished items. All items must be covered by manufacturer's warranty and procured through a manufacturer approved distribution channel. Sellers must be able to document their ability to provide items through manufacturer approved distribution channels upon request.

The offeror confirms to have sourced all products submitted in this quote from manufacturer approved channels for Federal sales, in accordance with all applicable laws and manufacturer's current applicable policies at the time of purchase. The offeror must be able to support both the product sale and product pricing, in accordance with applicable manufacturer certification / specialization requirements.

The Government intends to award a Firm Fixed Price Purchase Order under FAR Part 13 resulting from this solicitation to one (1) responsible offeror whose offer conforming to the solicitation is the Lowest-Priced, Technically-Acceptable. The following factors shall be used to evaluate offers:

- (i) Technical Capability of the item offered to meet the Government requirement;
- (ii) Price

The following must be included in the quotation:

- Contract number;
- Evidence that all quoted items are on the GSA schedule contract or will be as of the date of award. For items not yet on GSA contract, quoter must demonstrate that it has submitted by the closing date/time a request to GSA for addition of these items to its contract. Any open market items must be identified in the quotation and comply with FAR 8.402(f); any open market item should not exceed \$3,500
- Pricing for the items identified;
- Description of the item being quoted (product literature and data sheets are required on all items);
- Evidence of authorization to supply and export the required items;
- Warranty information; and
- Delivery time stated in number of calendar days.

This solicitation is issued on an "all or none" basis. Award will be made to the lowest priced quoted offering acceptable products on GSA schedule.

Complete quotations must be received by the date and time specified and include the maximum discounts available.

FAR 52.211-6 Brand Name or Equal (AUG 1989)

(a) If an item in this solicitation is identified as "brand name or equal," the purchase description reflects the characteristics and level of quality that will satisfy the Government's needs. The salient physical, functional, or performance characteristics that "equal" products must meet are specified in the solicitation.

(b) To be considered for award, offers of "equal" products, including "equal" products of the brand name manufacturer, must—

- (1) Meet the salient physical, functional, or performance characteristic specified in this solicitation;
- (2) Clearly identify the item by:
 - (i) Brand name, if any; and
 - (ii) Make or model number;
- (3) Include descriptive literature such as illustrations, drawings, or a clear reference to previously furnished descriptive data or information available to the Contracting Officer; and
- (4) Clearly describe any modifications the offeror plans to make in a product to make it conform to the solicitation requirements. Mark any descriptive material to clearly show the modifications.

(c) The Contracting Officer will evaluate “equal” products on the basis of information furnished by the offeror or identified in the offer and reasonably available to the Contracting Officer. The Contracting Officer is not responsible for locating or obtaining any information not identified in the offer.

The quotations must be submitted in English, via email to santodomingoprocmnt@state.gov, marked **RFQ# 19DR8621P0925** **no later than 1600hrs local time, on July 7th, 2021.**

The U.S. Government is conducting this acquisition using Simplified Acquisition procedures as outlined in the Federal Acquisition Regulation (FAR), Part 13

The U.S. Government intends to award a Purchase Order, to the responsible offeror submitting the lowest quotation which is technically acceptable. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the U.S. Embassy to make any award. The Embassy may cancel this RFQ or any part of it at any time. The Contracting Officer reserves the right to reject any and all quotations and to waive any information, or minor irregularities in quotations received.

Please direct any questions regarding this Request for Quotations to: santodomingoprocmnt@state.gov