Date: August 6, 2020

Dear Prospective Offeror/Quoter:

Subject: Solicitation Number 19KS7020Q0053, Notebook Computers

The Embassy of the United States in Seoul, Korea, has a requirement for a contractor to provide Notebook computers. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

   A. Standard Form SF-18
   B. Specifications
   C. FAR 52.212-1(f), Late submissions, modifications, revisions, and withdrawals of offers
   D. Evaluation criteria

Please read the RFQ carefully. If you would like to submit a quotation, follow the instructions in solicitation and complete the required portions of the attached document and submit it in electronic format only to the Contracting Office at Kimyh2@state.gov.

Quotations are due by 18 August 2020 at 17:00 Korea Standard Time. No quotations will be accepted after this time. Only the electronic submission of the quotation will be accepted.

Sincerely,

Gregory L. Robinson
Contracting Officer
REQUEST FOR QUOTATIONS
(THIS IS NOT AN ORDER)

THIS RFQ □ IS ☒ IS NOT A SMALL BUSINESS SET-ASIDE

1. REQUEST NO. 19KS7020Q0053
2. DATE ISSUED August 6, 2020
3. REQUISITION/PURCHASE REQUEST NO.
4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1
5A. ISSUED BY U.S. Embassy Seoul
     General Services Office
     Seoul, Korea
6. DELIVER BY (Date) 8/31/2020, 17:00 p.m. Local Time
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)

NAME
Gregory L. Robinson, Contracting Officer

TELEPHONE NUMBER
Area Code 822 Number 397-4754

7. DELIVERY
☐ FOB DESTINATION ☒ OTHER
(See Schedule)

8. TO:
   a. NAME
   b. COMPANY
   c. STREET ADDRESS
   d. CITY
   e. STATE
   f. ZIP CODE
   a. NAME OF CONSIGNEE
      Contracting Office by email at Kimyh2@state.gov
   b. STREET ADDRESS
      10, Namyoung-dong, Yongsan-gu
   c. CITY
      Seoul
   d. STATE
   e. ZIP CODE
      Korea

9. DESTINATION

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 8/18/2020, 17:00 p.m. 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)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notebook Computer</td>
<td>14</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

13 NAME AND ADDRESS OF QUOTER
   a. NAME OF QUOTER
   b. STREET ADDRESS
   c. COUNTY
   d. CITY
   e. STATE
   f. ZIP CODE

14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION

15 DATE OF QUOTATION

16 SIGNER
   a. NAME (Type or print)
   b. TELEPHONE
   c. TITLE (Type or print)
   d. CITY
   e. STATE
   f. ZIP CODE

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 18 (Rev. 6-95)
Previous edition not usable

Prescribed by GSA-FAR (48 CFR) 53.215-1(a)
B. SPECIFICATIONS

Item: Notebook Computers
   HP EliteBook 850 G6 or equivalent

- Processor: Intel Core i7-8567U
- Memory: 16 GB DDR4 – 2400 SDRAM
- HDD: 512 gb
- Display: 15.6 inch FHD
- Etc: Integrated HD 720 Webcam, HDMI, RJ45, Wireless
- Windows 10 Pro
- Weight: 1.78 kg

Delivery Date: No later than August 31, 2020.

Delivery Address: GSO-PM
   10, Namyoung-dong,
   Yongsan-gu, Seoul
   Republic of Korea

Shipping Method: Via Ground
C. FAR 52.212-1 (f), LATE SUBMISSIONS, MODIFICATIONS, REVISIONS, AND WITHDRAWALS OF OFFERS

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2) (i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and-

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government’s control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the
solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer. (End of provision)

D. EVALUATION CRITERIA

The evaluation criteria will be based on technical ability to meet stated criteria, delivery time, and lowest price from responsible sources.