Dear prospective quoters:

The U.S. Embassy in Tirana is seeking quotes for office furniture as per below:

1) **Standing Desk** – QTY 5  
   1800W x 800D Main Surface  
   1200W x 700D Return Surface  
2) **Cable Tray for L Shaped Desks** – QTY 5  
3) **Modesty Panel** for 3 of the L-Shaped Desks – QTY 3  
4) **Vertical Cable Riser** for L-Shaped Desks – QTY 5  
5) **CPU Holder** for L-Shaped Desks – QTY 5  
6) **Dual Monitor Arm** for L-Shaped Desks – QTY 5  
7) **3 Drawer Mobile Pedestal Unit For L-Shaped Desks** - QTY 5  
   2 single/1 file drawer  
   570D x 645H  
8) **Rectangular Standing Desks for ISC** – QTY 2  
   1600W x 800D  
9) **Desk Mounted Cable Tray** for 1600W x 800D desk – QTY 2  
10) **Vertical Cable Riser for all Rectangular Desks** – QTY 3  
11) **Rectangular Standing Desk** – QTY 1  
   1800W x 800D  
12) **Cable Tray for 1800W x 800D Rectangular Desk** – QTY 1

The price should be in Albanian Lek and must include delivery to the Embassy premises and VAT (Value Added Tax)

The Embassy plans to award a Purchase Order. The attached Terms and Conditions shall become part of the purchase order resulting from this Request for Quote. 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. This request for quotation does not commit the U.S. Embassy to make any award. The U.S. Embassy may cancel this RFQ or any part of it.
If you are interested, please, submit your quotation no later than September 20, 2019 at 14.00 PM at the below email address:

ProcurementTirana@state.gov.

Oral quotations will not be accepted.

CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES (Current thru FAC 2005-97, Dated 04/19/2018)

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: https://www.acquisition.gov/far

DOSAR clauses may be accessed at: http://www.statebuy.state.gov/dosar/dosartoc.htm

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

<table>
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<tr>
<td>52.204-9</td>
<td>Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)</td>
<td>JAN 2011</td>
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<tr>
<td>52.212-4</td>
<td>Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)</td>
<td>JAN 2017</td>
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</tbody>
</table>
52.212-5 Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Items.

As prescribed in 12.301(b)(4), insert the following clause:

**CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (JAN 2018)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

1. **52.203-19**, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).


(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:


__ (5) [Reserved].


__ (10) [Reserved].


__ (ii) Alternate I (Nov 2011) of 52.219-3.

__ (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).
__ (ii) Alternate I (JAN 2011) of 52.219-4.

__ (13) [Reserved]

__ (ii) Alternate I (Nov 2011).
__ (iii) Alternate II (Nov 2011).

__ (iii) Alternate II (Mar 2004) of 52.219-7.

__ (16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2)
and (3)).
__ (17)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2017) (15 U.S.C. 637(d)(4)).
__ (ii) Alternate I (Nov 2016) of 52.219-9.
__ (iii) Alternate II (Nov 2016) of 52.219-9.
__ (iv) Alternate III (Nov 2016) of 52.219-9.
__ (v) Alternate IV (Nov 2016) of 52.219-9.

__ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).

__ (19) 52.219-14, Limitations on Subcontracting (Jan 2017) (15 U.S.C. 637(a)(14)).

__ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).


__ (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).

__ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)).
(24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)).


(26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2018) (E.O. 13126).

(27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(28) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).


(31) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).


(34) 52.222-54, Employment Eligibility Verification (Oct 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

(35) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

(ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

(36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693).

(37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).
__ (38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).


__ (39)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Jun 2014) of 52.223-14.


__ (41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Jun 2014) of 52.223-16.

__ (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).

__ (43) 52.223-20, Aerosols (JUN 2016) (E.O. 13693).

__ (44) 52.223-21, Foams (JUN 2016) (E.O. 13693).


__ (ii) Alternate I (JAN 2017) of 52.224-3.


__ (ii) Alternate I (May 2014) of 52.225-3.

__ (iii) Alternate II (May 2014) of 52.225-3.

__ (iv) Alternate III (May 2014) of 52.225-3.

(49) **52.225-13**, Restrictions on Certain Foreign Purchases (June 2008) (E.O.’s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(50) **52.225-26**, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; **10 U.S.C. 2302 Note**).

(51) **52.226-4**, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (**42 U.S.C. 5150**).

(52) **52.226-5**, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (**42 U.S.C. 5150**).


(55) **52.232-33**, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (**31 U.S.C. 3332**).

(56) **52.232-34**, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (**31 U.S.C. 3332**).

(57) **52.232-36**, Payment by Third Party (May 2014) (**31 U.S.C. 3332**).

(58) **52.239-1**, Privacy or Security Safeguards (Aug 1996) (**5 U.S.C. 552a**).


(ii) Alternate I (Apr 2003) of **52.247-64**.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor’s directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially
terminated, the records relating to the work terminated shall be made available for 3 years
after any resulting final termination settlement. Records relating to appeals under the disputes
clause or to litigation or the settlement of claims arising under or relating to this contract shall
be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and
practices, and other data, regardless of type and regardless of form. This does not require the
Contractor to create or maintain any record that the Contractor does not maintain in the
ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of
this clause, the Contractor is not required to flow down any FAR clause, other than those in this
paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the
extent of the flow down shall be as required by the clause—

       3509).

   (ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or
        Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further
        Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in
        subsequent appropriations acts (and as extended in continuing resolutions)).

   (iii) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and
        (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract
        (except subcontracts to small business concerns) exceeds $700,000 ($1.5 million for
        construction of any public facility), the subcontractor must include 52.219-8 in lower tier
        subcontracts that offer subcontracting opportunities.

   (iv) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow
down required in accordance with paragraph (l) of FAR clause 52.222-17.

   (v) 52.222-21, Prohibition of Segregated Facilities (Apr 2015)

   (vi) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).


   (viii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C.
        793).

   (ix) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212)
(x) **52.222-40**, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause **52.222-40**.

(xi) **52.222-41**, Service Contract Labor Standards (May 2014) (**41 U.S.C. chapter 67**).


(xiii) **52.222-51**, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (**41 U.S.C. chapter 67**).

(xiv) **52.222-53**, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) (**41 U.S.C. chapter 67**).


(xviii)(A) **52.224-3**, Privacy Training (**JAN** 2017) (**5 U.S.C. 552a**).

(B) Alternate I (**JAN** 2017) of **52.224-3**.


(xx) **52.226-6**, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (**42 U.S.C. 1792**). Flow down required in accordance with paragraph (e) of FAR clause **52.226-6**.

(xxii) **52.247-64**, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (**46 U.S.C. Appx. 1241(b)** and **10 U.S.C. 2631**). Flow down required in accordance with paragraph (d) of FAR clause **52.247-64**.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)
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<tr>
<th>NUMBER</th>
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<th>DATE</th>
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<td>Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)</td>
<td>AUG 1999</td>
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<td>652.229-70</td>
<td>Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)</td>
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<td>652.229-71</td>
<td>Personal Property Disposition at Posts Abroad</td>
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<td>652.237-72</td>
<td>Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)</td>
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<tr>
<td>652.239-71</td>
<td>Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)</td>
<td>SEP 2007</td>
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<tr>
<td>652.242-70</td>
<td>Contracting Officer’s Representative (if a COR will be named for the order) Fill-in for paragraph b: “The COR is ___________________”</td>
<td>AUG 1999</td>
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<tr>
<td>652.242-71</td>
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<td>652.243-70</td>
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<tr>
<td>652.247-71</td>
<td>Shipping Instruction</td>
<td>FEB 2015</td>
</tr>
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The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70  Department of State Personal Identification Card Issuance Procedures (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor’s employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at http://www.state.gov/m/ds/rls/rpt/c21664.htm.

(End of clause)

EVALUATION FACTORS

Award will be made to the lowest priced, acceptable, responsible offeror. The Government reserves the right to reject proposals that are unreasonably low or high in price.

Acceptability will be determined by assessing the offeror’s compliance with the terms of the RFQ. Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- Adequate financial resources or the ability to obtain them;
• Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
• Satisfactory record of integrity and business ethics;
• Necessary organization, experience, and skills or the ability to obtain them;
• Necessary equipment and facilities or the ability to obtain them; and
• Be otherwise qualified and eligible to receive an award under applicable laws and regulations.