

## REQUEST FOR QUOTATION

REQUEST NUMBERS: PR9113808/ PR9113932/ PR9109842

Date: 04/03/2020

CLOSING DATE & TIME: 17:00H; Abril 20, 2020

CONTACTS: GSO Procurement – Tel: +258 21 492797

Email: [MAPUTOGSOPROUREMENT@state.gov](mailto:MAPUTOGSOPROUREMENT@state.gov)

The U.S. Embassy Maputo intends to purchase the IT equipment (Printers, Card reader & Monitors) and consumables. The proponent hereby invites all interested parties to submit the formal bid, based on the information herein contained below:

### 1. PR9113808 – Printers & Card

item	Description	Qty
1	HP LASERJET M608dn – 220V	46
4	HP Smart Card Reader NIPRNet Solution for U.S. government	40

### 2. PR9113932 - Toners and Printer Accessories

item	Description	Qty
1	HP 37X High Yield Black Original LaserJet Toner Cartridge, CF237X	100
2	RM2-1256-000CN HP LaserJet M608/M609/M0607 fusing assembly	5
3	HP LaserJet enterprise M608dn Tray 2 separation & pickup feed assemblies - Genuine	20

### 3. PR9109842 - Screen Monitors

item	Description	Qty
1	Monitors Samsung S24E450	46

### PLEASE NOTE:

The Quotation must be submitted via e-mail to:

[MAPUTOGSOPROUREMENT@state.gov](mailto:MAPUTOGSOPROUREMENT@state.gov) at the closing time on the closing date (refer above); your submission will be treated as Strictly Confidential. No late submissions will be accepted.

- a) Please submit single quotation per **Purchase Request (PR)**.
- b) All enquiries regarding the Request for Quotation must be directed to Maputo Procurement through the email above.
- c) **Delivery Address:** CIF Maputo (U.S. Embassy New Warehouse)

**d. Payment terms:** within 30 days of the receipt of a proper invoice and goods or services. Please send the invoice to the following e-mail address: [MaputoFMO@state.gov](mailto:MaputoFMO@state.gov) or at the following address:

Financial Management Office  
American Embassy Maputo  
193, Kenneth Kaunda  
Maputo, Mozambique

A proper invoice must include:

- (1) Name of the business concern and the invoice date;
- (2) Purchase order or contract number, or other authorization for delivery of property or services;
- (3) Description, price, and quantity of property and services actually delivered or ordered;
- (4) Shipping and payment terms and shipment address (if applicable);
- (5) Name where practicable, title, phone number, and complete mailing address of responsible official to whom payment is to be sent;

Billing inquiries: e-mail [MaputoStateFMO@state.gov](mailto:MaputoStateFMO@state.gov).

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