

**TO ALL POTENTIAL OFFERORS:**

**Request for Quote (RFQ): # 34300025Q0028**

**Please Read Carefully:**

The United States International Trade Commission (USITC or Commission) is issuing this Request for Quotation (RFQ) for the purpose of mounting and installing televisions at the USITC. No Refurnished Equipment is Acceptable, Only New.

**Quotation Preparation Instructions:**

To ensure timely and equitable evaluation of quotes, Offeror must comply with instructions contained herein. Quotes must be complete, self-sufficient, and respond directly to the requirements of this RFQ.

The quote shall consist of a fixed price quote.

The Government anticipates awarding a firm-fixed price task order because of this RFQ.

**Location/Delivery (FOB Destination):**

U.S. International Trade Commission  
Office of Chief Information Officer  
500 E Street, SW  
Washington, DC 20436

**Delivery Date:**

Will be arranged by COR.

**Quotation Preparation Instructions:**

To ensure timely and equitable evaluation of quotes, Offeror must comply with instructions contained herein. Quotes must be complete, self-sufficient, and respond directly to the requirements of this RFQ.

Quote shall be submitted through email by the closing date and time as specified below.

**Set Aside:**

This requirement is a 100% small business set-aside under NAICS Code 238210, Electrical Contractors and Other Wiring Installation Contractors.

**Basis for Award:**

Award shall be made to the responsible offeror(s) whose offer, in conforming to this Request for Quotation, provides an overall best value to the Government, all technical evaluation factors and price considered.

**EVALUATION FACTORS FOR AWARD**

Each offeror's submission will be evaluated by the Government in accordance with the criteria listed below. All evaluation criteria are of equal importance.

**Technical Capability and approach.**

- Offerors shall demonstrate a logical and feasible method of completing the work as described in the PWS.
- Offeror will be evaluated on their technical approach on project scope and methods for performing tasks such as:
  - Installation of TV mounts and coax cable connections
  - TV removal, replacement, and site restoration
  - Quality control procedures the proposal should demonstrate compliance with industry standards and how the offeror will meet all deliverables and performance standards.
- Solution proposed shall have a clearly stated project timeline.
- Quotes will be evaluated lower if they are not clear and concise.
- **Site visits are highly recommended.**

**Past Experience/Past Performance**

- Offeror shall complete Attachment 1 entitled "Experience/Reference Information Sheet." The form shall include information on similar efforts performed by either your proposed Key Personnel or your organization during the last two or three years. The offeror shall provide one or more (but no more than three) references.

## PRICE

The offeror is expected to quote a reasonable price. Offeror shall provide a detailed equipment and labor breakdown in their price quote. Labor hours shall include labor categories for each proposed personnel needed to accomplish the work.

The USITC is not responsible for any traveling or incremental fees.

## Delivery and installation:

14 Days ARO

DESCRIPTION				
Item No.	Description	Qty	Unit	Cost
00001	Equipment for the Installation of six televisions and 2 coax cables.			
00002	Labor (In Accordance with the PWS)			
TOTAL: (Fixed-Firm Price)				

## Methods of Quotation and Delivery Location:

Quote shall be submitted through email by the closing date and time as specified below.

## Questions Due Date:

Questions must be submitted to [Alisha.Hunt@usitc.gov](mailto:Alisha.Hunt@usitc.gov) and CC [Sumit.Rana@usitc.gov](mailto:Sumit.Rana@usitc.gov), not later than, **Wednesday, July 9, 2025, by 12:00 p.m. ET.**

## Quotation Due Date:

Quotations submitted in response to this RFQ shall be received through email by the due date and time established. *The Offeror's quotation shall be submitted not later than* **12:00 p.m., ET, Friday, July 11, 2025** to [Alisha.Hunt@usitc.gov](mailto:Alisha.Hunt@usitc.gov) and CC [Sumit.Rana@usitc.gov](mailto:Sumit.Rana@usitc.gov) .

## Attachments:

**PWS Attached.**

PHOTOS OF AREA IN PWS.