REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)	THIS RFQ [X] IS [ ] IS NOT A SMALL BUSINESS SET-ASIDE	PAGE 1 OF PAGES 1

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
BBG45-16-Q-00521	09/06/2016	1088-16-FQ-00521		

5a. ISSUED BY	6. DELIVER BY (Date)
OCB-Raquel Mingo, email: rmingo@bbg.gov	09/26/2016

5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY
NAME	TELEPHONE NUMBER		[X] FOB DESTINATION [ ] OTHER (See Schedule)
	AREA CODE	NUMBER	9. DESTINATION
Raquel Mingo, email: rmingo@bbg.gov	305	437-7032	a. NAME OF CONSIGNEE
8. TO:			BBG, Office of Cuba Broadcasting (OCB)
a. NAME	b. COMPANY		b. STREET ADDRESS
All Prospective Offerors			4201 NW 77th Avenue
c. STREET ADDRESS			c. CITY
			Miami
d. CITY	e. STATE	f. ZIP CODE	d. STATE: FL / e. ZIP CODE: 33166

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)	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 service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.
09/19/2016	

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The International Broadcasting Bureau-Office of Cuba Broadcasting (OCB) has a requirement for a Contractor to oversee the design, documentation and implementation of a MAM centric work flow using FORK as the primary application. This work includes creating a centralized media management division "Media Station". Period of Performance: 9/26/2016 - 10/26/2016 To obtain a copy of the Statement of Work (SOW), email: rmingo@bbg.gov All responsible sources may submit a response which, if timely received, will be considered by the agency. Please submit responses to Contracting Officer Raquel Mingo via email: rmingo@bbg.gov by the due date indicated in block #10 of the RFQ.				

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

NOTE: Additional provisions and representations [ ] are [ ] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
			a. NAME (Type or print)	b. TELEPHONE
c. COUNTY				AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	NUMBER