

UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
FEDERICO DEGETAU FEDERAL BLDG. ROOM 150
150 CARLOS CHARDON AVENUE
SAN JUAN, PUERTO RICO 00918-1767

Request for Quotation

RFQ Number: USDC-20260311

Request Date: March 11, 2026

To: ALL OFFERORS

Special Notes:

This is a request for **Open Market Pricing**

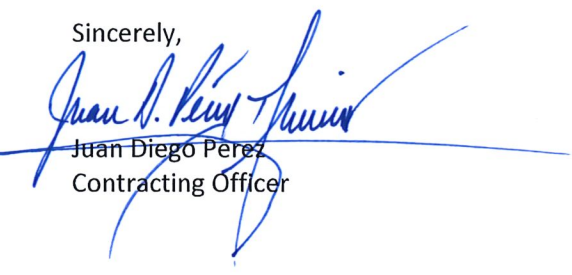
All items should be quoted FOB Destination

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.
Delivery is desired within 30 days after receipt of order.

Please review carefully the terms and conditions attached, especially the Provision 2-100, Brand Name or Equal.
If you quote an "or equal" products, please follow the instructions provided at this provision so that a determination as to equality of the product offered can be made. Failure to do so may render your quotation non-responsive and disqualified.

Please email quotes to juan_perez@prd.uscourts.gov by **March 21, 2026, 4:00PM** local time.

Sincerely,



Juan Diego Perez
Contracting Officer

Attachment

RFQ Number: USDC-20260311

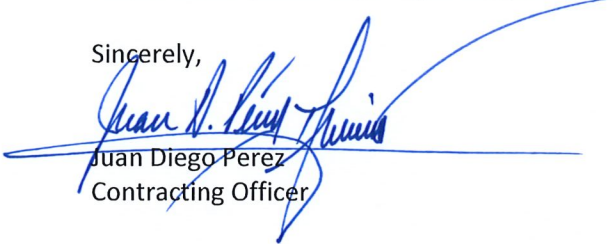
The U. S. Courts for the District of Puerto Rico is soliciting vendors a quote for twenty (20) **Microsoft Surface Laptop Computers**, brand name for equal, with the following specifications and configurations:

MS Surface laptop Copilot+, 13.8" display, 16GB RAM -512GBSSD (Manufacturer Part #EP2-33228)

ITG Laptop ADP 3 yr FED (manufacturer part #LT-AD-0003)

Please email quotes to juan_perez@prd.uscourts.gov by **March 21, 2026, 4:00PM** local time.

Sincerely,



Juan Diego Perez
Contracting Officer

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JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010): This contract incorporates one or more 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: <http://www.uscourts.gov/procurement.aspx>

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract:

- ☒ Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)
- ☐ Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)
- ☐ Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)
- ☒ Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)
- ☒ Clause 6-85 Commercial Computer Software License (APR 2013)
- ☐ Clause 6-105 California E-Waste Fee (APR 2013)
- ☐ Clause 7-115 Availability of Funds (JAN 2003)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:
[Contracting officer check as appropriate.]

☒ Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

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Solicitation Provisions Incorporated by Reference

- ☒ Provision 2-100, Brand Name or Equal (APR 2013)
- ☐ Provision 3-135, Single or Multiple Awards (JAN 2003)
- ☐ Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

Brand Name or Equal (APR 2013)

(a) One or more items called for by this solicitation have been identified by a brand name-or-equal product description. Offers offering equal products will be considered for award if these products are clearly identified and are determined by the judiciary to contain all of the essential characteristics of the brand-name products referenced in the solicitation.

(b) Unless the offeror clearly indicates in the offer that the offer is for an equal product, the offer will be considered as offering a brand-name product referenced in the solicitation.

(c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished shall be inserted in the space provided in the solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available, the offeror shall furnish as a part of the offer:

- (1) all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or
- (2) specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.

(3) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror shall:

- (i) Include in the offer a clear description of the proposed modifications; and
- (ii) Clearly mark any descriptive material to show the proposed modifications.