



*Embassy of the United States of America*  
**Kabul, Afghanistan**

UNCLASSIFIED

**August 13, 2014**

**American Embassy Kabul  
Great Massoud Road  
Kabul, Afghanistan**

**SUBJECT: RFQ#PR3634488-Cleaning& maintenance Services of Six OBO toilets**

Dear Prospective Offeror:

Enclosed is a Request for Quotations (RFQ) for **Cleaning& Maintenance Services of Six (6) OBO portable toilets**. We kindly request that you submit your quotation based on the specification mentioned, complete the required block of the attached document, and submit it to [KabulGSOBids@state.gov](mailto:KabulGSOBids@state.gov).

Only bids sent to [KabulGSOBids@state.gov](mailto:KabulGSOBids@state.gov) will be accepted. Please do not send your bids to any other email addresses.

While sending your quotes via email the subject line should be: **RFQ#3634488 for GSO PA 1ZA (Vendor Name) Quote for OBO portable toilets cleaning services.**

**Please ensure that your subject line follows this format.** If it does not comply with above format your bid will NOT be accepted.

The deadline for receipt of this RFQ is **13:00 local time, Sunday August 17, 2014**. No quotations will be accepted after this time.

The U.S. Government intends to award a contract for **Toilets services** to the responsible company submitting an acceptable quotation at the lowest price. We are only looking to purchase best service. If you offer poor services we will not accept them and will not be able to do business with you in the future.

We intend to award the contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need.

Offers that fall within our competitive range require additional processing for companies wishing to do business with the U.S. Embassy in Kabul, Afghanistan.

This extra risk analysis vetting is performed on key contractor personnel; including host country, third country, U.S. citizens, and Legal Permanent Residents of the United States. The vetting process applies to all contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), and BPA calls.

A request for information will be emailed to offerors in the competitive range or selected vendors, and all interested vendors must provide all information requested in the DS Form 4184, Risk Analysis Information. Vendors are required to submit the requested data required for vetting via a secure online portal linking them to the Risk Analysis Management (RAM) office; access to the Portal and instructions for creating an account will be provided to the vendor by email.

Successful passing of vetting is one condition of receiving award. Other factors are price reasonableness and technical acceptability. Each vendor should submit the requested data via the secure online RAM portal within 3-5 days after being contacted. Vendors who do not provide the information will not be considered for contract awards.

Direct any questions by letter regarding this solicitation to [Kabulsoprocurement@state.gov](mailto:Kabulsoprocurement@state.gov). Do not send your bids to this email, only questions regarding this solicitation.

Sincerely,

Procurement and Contracting Unit  
U.S. Embassy Kabul

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b>			1. REQUISITION NUMBER	PAGE 1 OF		
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER REO	6. SOLICITATION ISSUE DATE <b>April 30 2014</b>		
<b>7. FOR SOLICITATION INFORMATION</b>	a. NAME <b>Procurement and Contracting Division</b>		b. TELEPHONE NUMBER(No collect calls)	<b>8. OFFER DUE DATE/ LOCAL TIME 13:00 August</b>		
9 ISSUED BY <b>American Embassy Kabul Great Masoud Road, - Kabul Afghanistan</b>		10 THIS <b>UNRESTRICTED</b>  <input type="checkbox"/> HUBZONE <input type="checkbox"/> 8(A) NAICS: SIZE STD:		11 DELIVERY DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED 13b. RATING	12 DISCOUNT	
15 DELIVER TO <b>American Embassy Kabul Great Masoud Road - Kabul,</b>		16 ADMINISTERED BY				
17a.	FACI	18a PAYMENT WILL BE MADE BY				
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE				
19. IT	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Cleaning and maintenance services of Six OBO portable toilets twice a week.  Servicing includes;  Washing of the toilets, Replacement of the blue water, hand sanitizer and toilet papers for six toilets twice a week.  The total number of toilets is 6 and the service should be done twice a week.		12	Month		