

Date: September 1, 2014

SUBJECT: Request for Quotations (RFQ) – Recurring Pest Control Services

Dear Prospective Quoter:

The Embassy of the United States of America in Gaborone, Botswana has a requirement for a contractor to provide recurring pest control services at CDC Botswana's facilities both in Gaborone and Francistown. You are invited to submit a quotation. The Embassy Plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it. Please read the solicitation carefully, and if you are interested, submit your quotation. The Solicitation is posted on the Embassy website:

[www.botswanausembassy.gov](http://www.botswanausembassy.gov)

All technical questions plus site visit should be directed to [mvalerio@cdc.gov](mailto:mvalerio@cdc.gov)/+267-367-2434 or +267 71 33-7765 or Kitso Selotate, [ycg4@cdc.gov](mailto:ycg4@cdc.gov)/ +267 71 33 7871.

**Att. GSO-Procurement**

**CDC- Recurring Pest Control Services - proposal**

**USA Embassy Gaborone**

**Government Enclave, Embassy Drive**

**Gaborone, Botswana**

Your quotation must be hand delivered or emailed to the below e-mail address on or before **September 19, 2014 at 10:00 AM.**

In order for a quotation to be considered, you must also submit the following:

1. Information demonstrating your ability to deliver on time
2. Evidence of needed resources to deliver
3. Evidence of relevant licenses and permits required by local law
4. List of prior clients and relevant past performance information
5. Brief explanation why your proposal
6. Names of the contact for this project

Direct any questions regarding this request for quotations to the Embassy Contracting Office telephone #: **(373-2356)** Fax: 395-3951 or email: [gabprocurement@state.gov](mailto:gabprocurement@state.gov) during regular business hours.

## SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

### B.1 SCOPE OF SERVICES

The Contractor shall provide personnel, supplies and equipment for all pest control services at Centers for Disease Control (CDC) Botswana (Three sites located at Gaborone-West Phase I, Extension 12 Gaborone and Francistown, Botswana) as described in Section C, DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, of this contract.

### B.2 TYPE OF CONTRACT

This is an indefinite delivery/indefinite quantity type contract with fixed hourly rates. The fixed hourly rates shall include wages, overhead, general and administrative expenses, materials (including cost of Workers' Compensation and War-Hazard Insurance, which shall not be a direct reimbursement), taxes, and profit. The actual amount of work to be performed, the time of such performance, and the location of the properties shall be authorized by firm-fixed price task orders issued by the Contracting Officer.

### B.3 PRICES/COSTS

The Government shall use the labor categories and fixed hourly rates per labor category, below, for establishing a firm fixed-price for the task orders. Each task order shall be negotiated individually by determining, before work starts, the labor categories and number of hours required, and by multiplying the hourly rates by the number of hours. The Government will make payment in local currency.

#### B.3.1 VALUE ADDED TAX

The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

### B.4 BASE PERIOD PRICES

SCHEDULED SERVICES	RATE/MO	No of Months
1. Site: Gaborone-West Plot No 1418 Lebatlane Rd (3 BLDG & Perimeter Wall, Cafeteria & Kitchen Areas, waste/refuse area)		LS
2. Site: Extension 12 (Main HPR Office BLDG, HPR Lab, & Genotype Lab)		LS
3. Site: Francistown (Nyangabgwe Hospital) (10 Portacabin/Modular facilities including the guard room + the main		LS

guard house/main gate)		
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SPECIALIZED (UNSCHEDULED SERVICES)

<u>LABOR CATEGORY</u>	<u>ESTIMATED HOURS</u>	<u>HOURLY RATE</u>	<u>CEILING AMOUNT TOTAL</u>
Entomologist/Biologist	15		
Supervisor/Foreman	25		
Pest Control Technician	40		

B.4.1 MINIMUM AND MAXIMUM AMOUNTS

During this contract period, the Government shall place orders totaling a minimum of **5000 BWP**. This is the contract minimum for this period of performance. The amount of all orders shall not exceed **22,000**. This is the contract maximum for labor and materials for special services for this period of performance.

B.5 FIRST OPTION YEAR PRICES

<u>SCHEDULED SERVICES</u>	<u>RATE/MO</u>	<u>No of Months</u>
1. Site: Gaborone-West Plot No 1418 Lebatlane Rd (3 BLDS & Perimeter Wall, Cafeteria & Kitchen Areas, waste/refuse area)		LS
2. Site: Extension 12 (Main HPR Office BLDG, HPR Lab, & Genotype Lab)		LS
3. Site: Francistown (Nyangabgwe Hospital) (10 Portacabin/Modular facilities including the guard room + the main guard house/main gate)		LS

SPECIALIZED (UNSCHEDULED SERVICES)

<u>LABOR CATEGORY</u>	<u>ESTIMATED HOURS</u>	<u>HOURLY RATE</u>	<u>CEILING AMOUNT TOTAL</u>
Entomologist/Biologist	15		
Supervisor/Foreman	25		
Pest Control Technician	40		

B.5.1 MINIMUM AND MAXIMUM AMOUNTS

During this contract period, the Government shall place orders totaling a minimum of **5000 BWP**. This is the contract minimum for this period of performance. The amount of all orders shall not exceed **22,000**. This is the contract maximum for labor and materials for special services for this period of performance.

## B.6 SECOND OPTION YEAR PRICES

SCHEDULED SERVICES	RATE/MO	No of Months
1. Site: Gaborone-West Plot No 1418 Lebatlane Rd (3 BLDS & Perimeter Wall, Cafeteria & Kitchen Areas, waste/refuse area)		LS
2. Site: Extension 12 (Main HPR Office BLDG, HPR Lab, & Genotype Lab)		LS
3. Site: Francistown (Nyangabgwe Hospital) (10 Portacabin/Modular facilities including the guard room + the main guard house/main gate)		LS

## SPECIALIZED (UNSCHEDULED SERVICES)

<u>LABOR CATEGORY</u>	<u>ESTIMATED HOURS</u>	<u>HOURLY RATE</u>	<u>CEILING AMOUNT TOTAL</u>
Entomologist/Biologist	15		
Supervisor/Foreman	25		
Pest Control Technician	40		

### B.6.1 MINIMUM AND MAXIMUM AMOUNTS

During this contract period, the Government shall place orders totaling a minimum of **5000 BWP**. This is the contract minimum for this period of performance. The amount of all orders shall not exceed **22,000**. This is the contract maximum for labor and materials for special services for this period of performance.

## B.7 THIRD OPTION YEAR PRICES

SCHEDULED SERVICES	RATE/MO	No of Months
1. Site: Gaborone-West Plot No 1418 Lebatlane Rd (3 BLDS & Perimeter Wall, Cafeteria & Kitchen Areas, waste/refuse area)		LS
2. Site: Extension 12 (Main HPR Office BLDG, HPR Lab, & Genotype Lab)		LS
3. Site: Francistown (Nyangabgwe Hospital) (10 Portacabin/Modular facilities including the guard room + the main guard house/main gate)		LS

SPECIALIZED (UNSCHEDULED SERVICES)

<u>LABOR CATEGORY</u>	<u>ESTIMATED HOURS</u>	<u>HOURLY RATE</u>	<u>CEILING AMOUNT TOTAL</u>
Entomologist/Biologist	15		
Supervisor/Foreman	25		
Pest Control Technician	40		

B.7.1 MINIMUM AND MAXIMUM AMOUNTS

During this contract period, the Government shall place orders totaling a minimum of **5000 BWP**. This is the contract minimum for this period of performance. The amount of all orders shall not exceed **22,000**. This is the contract maximum for labor and materials for special services for this period of performance.

B.8 FOURTH OPTION YEAR PRICES

<u>SCHEDULED SERVICES</u>	<u>RATE/MO</u>	<u>No of Months</u>
1. Site: Gaborone-West Plot No 1418 Lebatlane Rd (3 BLDs & Perimeter Wall, Cafeteria & Kitchen Areas, waste/refuse area)		LS
2. Site: Extension 12 (Main HPR Office BLDG, HPR Lab, & Genotype Lab)		LS
3. Site: Francistown (Nyangabgwe Hospital) (10 Portacabin/Modular facilities including the guard room + the main guard house/main gate)		LS

SPECIALIZED (UNSCHEDULED SERVICES)

<u>LABOR CATEGORY</u>	<u>ESTIMATED HOURS</u>	<u>HOURLY RATE</u>	<u>CEILING AMOUNT TOTAL</u>
Entomologist/Biologist	15		
Supervisor/Foreman	25		
Pest Control Technician	40		

B.8.1 MINIMUM AND MAXIMUM AMOUNTS

During this contract period, the Government shall place orders totaling a minimum of **5000 BWP**. This is the contract minimum for this period of performance. The amount of all

orders shall not exceed **22,000 BWP**. This is the contract maximum for labor and materials for special services for this period of performance.

B.9 GRAND TOTAL

Base Year Price	
First Option Year Price	
Second Option Year Price	
Third Option Year Price	
Fourth Option Year Price	
GRAND TOTAL	

## SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

### C.1 INTRODUCTION

This contract is part of a comprehensive Integrated Pest Management (IPM) program for CDC Botswana (3 locations: Plot 14818 Lebatlane Road, Gaborone; Extension 12, Plot 5384, Gaborone; and adjacent the Nyangabgwe Referral Hospital, Francistown, Botswana). IPM is a planned program for long-term pest suppression. The IPM program is based on the implementation of three critical elements:

1. Habitat modification to reduce pest prevalence;
2. Self-help measures; and,
3. Use of professional-use pesticides.

This contract is for recurring pest control services. The Contracting Officer shall issue task orders identifying the buildings and/or sites requiring pest control. The work shall be accomplished in a manner which conforms to the intent of all applicable Department of State (DOS) safety, health, and environmental policies, standards and regulations. The Contractor shall recognize and take all precautions against the documented dangers of pesticide application. The Contractor shall perform the work in a manner effective for controlling pests, causes no contamination to other parts of the property and environs. The Contractor shall not endanger any of the property occupants or workers; and shall leave the areas safe for re-occupancy.

### C.2 GENERAL SCOPE OF WORK

The Contractor shall adequately suppress indoor populations of rats, mice, cockroaches, ants, flies, hornets, bees and other stinging insects, moths, mosquitoes, or any other arthropod pests not specifically excluded from the contract. Populations of these pests that are located outside of the specified buildings, but within the property boundaries of the buildings shall be included. Services shall also include control of insects and fungi, which can cause damage to outdoor ornamentals, plants, and turf.

The contract shall also include indoor and outdoor populations of subterranean termites, non-subterranean termites, wood-boring beetles, fungi, and other wood-destroying organisms, which destroy and weaken structural components of Government buildings. The Contractor shall control these pest categories inside of buildings where they appear on an incidental or infrequent basis.

The contract shall include as appropriate the management of birds and feral animals.

Structural modifications for pest control, including the application of caulk and other sealing materials are encouraged. Individual delivery orders may include requirements for their use.

## C.3 DEFINITIONS AND REGULATIONS

### C.3.1 DEFINITIONS

The following terms as used in this contract are hereby defined as follows:

Aerosol: A system consisting of solid or liquid particles suspended in air.

CDC: Centers for Diseases Control

Clean or Decontaminate: To *remove* thoroughly pesticide residue from surfaces. To accomplish this, refer to the pesticide manufacturer's recommendations for cleaning and decontamination.

Contractor: The Pest Control Contractor

COR: Contracting Officer's Representative.

DOS: Department of State

Emulsifiable Concentrates: Emulsifiable concentrates permit chemicals which do not dissolve in water, to be suspended in water with water as the extending or diluting material. This is accomplished by dissolving the toxicant in its usual solvent and adding an emulsifying agent to make it possible for small droplets of the solvent, carrying the toxicant to remain dispersed, throughout the water. The emulsion contains water, solvent, pesticide, and emulsifier.

EPA: The U.S. Environmental Protection Agency.

Fumigation: The act of introducing a toxic chemical in an enclosed area in such a manner that it disperses quickly and acts on the target organism in the gaseous or vapor state.

Integrated Pest Management (IPM) Program: IPM is a written, planned program for long-term pest control that employs habitat modification to reduce the prevalence of pests that include such measures such as traps, consumer pesticides, and/or professionally applied authorized pesticides (Section J, Exhibit 2).

Label/ Labeling: All printed material included with a pesticide product that describes how the pesticide may be used and provides directions and precautions. This material may include multiple pages of information in the form of a separate booklet enclosed with the pesticide. All of this information comprises the labeling which users must legally follow.

Log: An official record of all activities that occurred during the term of the contract and identifying the various work locations, Contractor personnel, and other pertinent information.

Monitoring: The process of visually inspecting a specific application of pesticide(s) to determine the proper use and adherence to the labeled instructions as well as general safety precautions.

MSDS: Material safety data sheet that lists hazardous ingredients in a chemical product, such as a pesticide, and provides guidance on safety precautions.

Pest Control Activities: All activities from initiation of work area preparation through successful treatment of the target pest identified within the Initial Inspection Report.

Pest Control Plan (PCP): The Contractor shall develop a written Pest Control Plan after the initial site inspection and submit such plan to the COR for approval. This Plan shall propose measure to reduce the existing pest population and prevent future infestations. Section J, Exhibit 1, contains a model Pest Control Plan form.

Pest Control Technicians (PCT): Throughout the contract's performance, all personnel providing on-site pest control services must meet the requirements of the host country for training, registration, or certification.

Supervisor: An on-site Supervisor and an alternate shall have the Contractor's authority to act on matters pertaining to the performance of services required under this contract. This individual shall ensure safety and carry out coordination and continuity of the program routine. The on-site Supervisor and alternate shall both have a working knowledge of this contract; the PCP; and Service Schedule for each of the properties. Additionally, the on-site Supervisor and alternate must both be certified as required by the laws and regulations of the host country.

Work Area: The area where a pesticide is being applied. This includes any areas adjacent to which building occupants could be exposed to the pesticide(s) being applied.

### C.3.2 DOS POLICIES, REGULATIONS, AND STANDARDS

CDC Botswana falls under the Department of State Mission in Botswana. The Department of State Safety, Health, and Environmental Management Resource Guide is incorporated by reference and made part of the specifications.

Requirements include adherence to work practices and procedures stated in applicable codes and regulations. Requirements include obtaining permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with codes and regulations.

The Department of State (DOS) and other U.S. Government policies, regulations, and standards listed elsewhere in this contract by reference are made a part of this contract.

Contractor Responsibility: The Contractor shall assume full responsibility and liability for the compliance with all applicable DOS policies, regulations, and standards in their most current form. The Contractor shall hold the U.S. Government and its representatives harmless for failure to comply with any applicable work, hauling, disposal, safety, health or other regulations on the part of the Contractor, their employees, or subcontractors.

## C.4 SPECIFIC TASKS

### C.4.1 TASK 1 - INITIAL INSPECTION

The Contractor shall conduct a thorough, initial inspection of the property or site when specified in the task order. The purpose of the initial inspection is for the Contractor to:

- verify site conditions;
- identify the insect or organism to be controlled;
- identify problem areas;
- identify any equipment, structural features, or management practices that are contributing to pest infestations; and,
- develop a Pest Control Plan.

The Contractor shall coordinate access to building space with the Contracting Officer's Representative (COR). The COR will inform the Contractor of any restrictions or areas requiring special scheduling.

### C.4.2 TASK 2 - DEVELOP A PEST CONTROL PLAN

Before starting performance, the Contractor shall submit to the COR a Pest Control Plan (PCP) for each property or site identified in the Task Order within thirty (30) calendar days following the initial inspection. Upon receipt of the Pest Control Plan, the COR will render a decision regarding its acceptability within fourteen (14) calendar days. The Contractor shall be on site to initiate service within seven (7) calendar days following notice of approval. If aspects of the Pest Control Plan are incomplete or disapproved, the Contractor shall have seven (7) calendar days to submit revisions.

The Pest Control Plan shall consist of the following parts:

1. Treatment Plan indicating location of all bait stations, and locations of building drains, manhole covers, kitchen store/room/dining area, building perimeter or spraying along vulnerable areas of the campus was as necessary.
2. Proposed methods for control, including name of any pesticide(s) to be used, specimen labels and Material Safety Data Sheets (MSDS sheets) for all pesticides proposed to be used. The Contractor shall include a list of brand names of rodent bait boxes and any other control devices or equipment.
3. Methods to be used to ensure the safety of building occupants and visitors to the site.
4. A description of the pest problem and any structural or operational changes that would facilitate the pest control effort.
5. A list identifying the on-site person(s) who will be performing the pest control work. All pertinent information regarding their qualifications, experience, and training must also be provided.
6. A copy of any local license, if applicable, for every Contractor's representative who will be performing on-site service under this contract.
7. A proposal for the work identified in the task order.

It shall be the Contractor's responsibility to carry out work according to the approved Pest Control Plan for each property or site. The Contractor shall obtain the concurrence of the COR prior to implementing any changes to the approved Pest Control Plan, including additions or replacements to the pesticide list and to on-site service personnel.

### C.4.3 TASK 3 - APPLY PESTICIDE

#### General

The Contractor shall not apply any pesticide product unless it is included in the Pest Control Plan and approved in writing by the COR. As a general rule, the Contractor shall not apply pesticides in any area unless the Contractor's inspections indicate the presence of pests in that specific area, inside or outside the premises - in any room, closet, hallway, stairwell, court, driveway, planting bed, and similar locations.

The Contractor shall deliver all materials and supplies to the site in the original unopened containers bearing the name of the manufacturer and details for proper mixing, application, storage and disposal.

The Contractor shall apprise all workers, supervisory personnel, and any other contractors who will be at the work site of the seriousness of the hazard and of proper work procedures, which must be followed.

The Contractor shall coordinate any and all pesticide use and activities with the COR before actual application. The COR shall obtain copies of the Material Safety Data Sheets and pesticide labeling and provide them to the Contractor for the pesticides being used so that protective measures and/or spills may be properly addressed.

The COR shall provide the Contractor with the following:

- Access to all identified areas for pest control, and
- Water and electricity from outside of the work area. The Contractor shall be responsible for the tie-ins to these services.
- A designated space for the Contractor to park vehicles necessary to perform the work, if required.
- The name and phone number of at least one building authority who can be contacted 24 hours a day, if other than the COR.

## Insect Control

Pesticide Products and Use: When a professional pesticide must be used for adequate control, the Contractor shall apply an appropriate Department-authorized professional-use pesticide and comply with all instructions and precautions noted on the specimen label as well as Department specifications, which are a subset of the labeling.

The Contractor shall apply pesticides according to the label and manufacturer's specifications. All pesticides used by the Contractor must be registered and authorized by CDC Botswana. The contractor's transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions; all applicable U.S. Federal laws and regulations; and any applicable international or host country laws and regulations.

The Contractor shall minimize the use of liquid pesticide applications wherever possible. For example, as a general rule, the contractor shall apply pesticide formulations only as spot and/or crack, and crevice treatments with application devices specifically designed or modified for this purpose.

- "Crack and crevice treatment" is defined as an application in which the stream of pesticide is never visible. Small amounts of insecticides are applied into cracks and crevices in which insects hide or through which they may enter buildings. Such openings commonly occur at expansion joints, between different elements of construction, and between equipment and floors. These openings may lead to voids such as hollow walls, equipment legs and bases, conduits, motor housings, junction or switch boxes.
- "Spot applications" are limited to areas in which insects are likely to occur, but which will not be in contact with food or utensils and will not ordinarily be contacted by workers. These areas may occur on floors, walls, and bases or undersides of equipment. For this purpose, a "spot" will not exceed 3 square feet.

The Contractor shall restrict application of pesticide liquid, aerosol, or dust to exposed surfaces, and pesticide space sprays (including fogs, mists, and ultra-low volume applications), to unique situations where no alternative measures are practical. Special authorization will be required from the COR.

If the proposed pesticide is not already authorized in the Department's Integrated Pest Management Program document, the Contractor must submit a written request for authorization to the COR before applying the pesticide. The COR shall render a decision regarding the treatment before its application. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application. Other than spot or crack and crevice treatments, the Contractor shall make no applications of professional-use pesticides while tenant occupants are present.

## Rodent Control

Pesticide Products and Use: Mechanical or sticky traps are the preferred method of rodent population reduction. In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside and/or outside occupied buildings, the Contractor shall obtain the approval of the COR prior to making any interior rodenticide treatment.

All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes.

The Contractor shall:

1. Place all bait boxes shall out of the general view, in locations where they will not be disturbed by routine operations.
2. Securely lock or fasten shut the lids of all bait boxes.
3. Securely attach or anchor to the floor all bait to the floor, ground, wall, or other surface, so that the box cannot be picked up or moved.
4. Place bait in the baffle-protected feeding chamber of the box and never in the runway of the box.
5. Label all bait boxes with the Contractor's business name and address, and dated at the time of installation and each servicing.
6. Bait stations shall be installed around the exterior perimeter (where applicable) at 15 to 30 m intervals, including either side of entrance on outside. Wax blocks shall be secured inside these stations.
7. All stations shall be inspected and serviced no less than once per month. Each service and the results of the service shall be documented for each station or device and maintained on file.
8. Stations shall be positioned at 15 m intervals along exterior perimeter walls. Where possible, rodent control devices should be installed at each side of the doors, or where there is a potential for rodent entry into the store.
9. Stations shall be installed along the interior walls of the lunchroom and the CDC Cafeteria or within food storage areas where there is a potential for rodent activity.
10. Non-toxic gels shall be used for controlling cockroaches, the focus of which is the treatment of breeding and harborage areas i.e. sinks, geysers, refrigerator motors, DB boards, drains and appliances).

As a general rule, rodenticide application outside buildings shall target the direct treatment of rodent burrows wherever feasible. The Contractor shall be responsible for notifying the COR about the location of all rodent burrows on the premises that must be filled. The Contractor shall also be responsible for removing rodent carcasses. The Contractor shall not store any pesticide product or container on Government property.

Additional Measures: Depending on the severity of infestation, additional control measures may be required for the control of rodents or cockroaches including fumigation/fogging, mechanical traps or liquid baits. These measures shall only be utilized by COR approval as necessary.

#### Bird and Feral Animal Control

A combination of bird (i.e. pigeon) control approaches can be employed including electronic repellents and roosting and landing prevention. Exclusion programs for buildings including bird deterrent systems such as posts and wires may be used but proposed solutions and costs to be approved by the COR as required to manage birdlife humanely.

Special circumstances may require the trapping and removal of feral animals (cats, dogs, and mongoose) and must be affected in a humane manner on a case-by-case basis.

#### C.4.4 TASK 4 - INSPECTION AND ACCEPTANCE

After the Contractor notifies the COR or the CDC Facilities Supervisor that the service has been provided, the COR or CDC Facilities Supervisor shall visually inspect the work area/treated area. If the work is not satisfactory, the COR shall advise the Contractor in writing. The COR shall repeat the inspection when assured that the work has been completed. The COR shall periodically conduct an unannounced site visit to observe and ensure that the Contractor is implementing all requirements specified in the Pest Control Plan.

When the work has been satisfactorily completed, the COR shall certify acceptance on the OF-127, Receiving and Inspection Report.

#### C.4.5 TASK 5 - CLEAN-UP OF AREA

Upon final acceptance by the COR, the Contractor shall remove temporary protective measures, tarps placed up for fumigation, and facilities installed for work by the Contractor. The contractor shall remove any warning placards.

The Contractor shall remove all tools, equipment and supplies from the work area. The contractor shall not leave behind pesticides, empty pesticide containers or equipment used for pesticide application in the work area.

The work area shall be free of dirt and/or debris when the project is complete. The contractor shall patch and cover all holes drilled by the Contractor with standard construction materials.

The Contractor shall comply with the Department of State's cleaning and safety regulations. The Contractor shall not:

- Burn waste materials.
- Bury debris or excess materials.

- Allow volatile, harmful or dangerous materials to enter the drainage system.

#### C.4.6 OTHER REQUIREMENTS

##### Manner and Time to Conduct Service

The Contractor shall perform routine pest control services that do not adversely affect tenant health or productivity during the regular hours of operation in buildings. When it is necessary to perform work outside of the regularly scheduled hours set forth in the Pest Control Plan, the Contractor shall notify the COR at least one day in advance.

##### Safety Precautions

The Contractor shall observe all safety precautions throughout the performance of this contract and be prepared to clean up any pesticide spills. The Contractor shall provide for proper protection of applicators in accordance with label instructions and local country safety and health requirements. Certain areas within some buildings may require special instructions for persons entering the building. The COR will explain any restrictions associated with these special areas. The Contractor shall adhere to these restrictions and incorporate them into the Pest Control Plan for the specific building or site.

Two of the CDC sites (Extension 12 and Francistown) have operational research labs and clinics and the IPM program must be particularly sensitive to lab and clinic operations. The IPM Program should follow a least toxic pest management strategy generally limiting pesticides to least toxic items such as boric acid, pyrethrin and pyrethriod formulations.

For computer or data rooms housing sensitive computer, communications and electrical equipment, the use of spray equipment shall be avoided to minimize damage; mechanical traps, gels, baits and dust formulations are to be used.

The Contractor shall take appropriate continuous measures as necessary to protect all building occupants from the hazard of exposure to pesticides. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the Government harmless for any action on its part or that of its employees or subcontractors those results in illness or death.

##### Insurance

The Contractor shall submit a certificate of comprehensive general liability insurance including bodily injury, personal injury, premises/operations, independent contractors, products and completed operations, contractual liability and broad form property damage. The insurance shall include a specific endorsement for the extension of coverage to Pest Control and pesticide

applications. The State Department shall be shown on the certificate as an "additional insured". A copy of the policy shall be provided with any Certificate of Insurance. The certificate shall further provide that the State Department be given thirty (30) days prior notice of cancellation or any change in coverage. Minimum acceptable liability coverage for public liability:

P5, 000,000 Limit of Indemnity – General and Tenants Liability, and

P5, 000,000 Defective Workmanship/Spread of Fire

If umbrella excess coverage is used to satisfy these limits, the certificate of insurance shall indicate that it is following the Primary Policy.

#### Contractor Personnel

All Contractor personnel providing on-site pest control service must meet local requirements in the host country where service is actually performed, for training, registration, or certification as may be required by the local laws of the host country. Unqualified individuals shall not be permitted to provide service under the terms of this contract. In addition, all applicators must review, understand and abide by the pesticide labeling instructions and Department-authorized uses, which are a subset of the labeling instructions.

The COR may request removal of any Contractor personnel from the work site for cause, such as inappropriate behavior, unfit persons not skilled in the work, or lack of appropriate equipment or materials. The Government shall not be responsible for the cost of returning or replacing this person at the work site.

#### Contractor Use of Premises

The Contractor shall confine operations to the areas specified in this contract. The contractor shall not disturb portions of the site beyond areas in which work is indicated.

The Contractor shall conform to the CDC's security rules and regulations affecting the work while engaged in pesticide application or regarding personal behavior.

The Contractor shall keep existing driveways and entrances serving the premises clear and available to Post personnel and the public at all times.

The Contractor shall not unreasonably encumber the site with materials or equipment.

The Contractor shall take all necessary precautions to protect the building or site and its occupants during the application of pesticides. The COR shall provide the occupant(s) of the properties to be treated with a notice of pesticide precautions focusing on whether premises should be vacated and the applicable re-entry requirements. A notification form is included as Exhibit 1 in Section J of this contract.

#### Owner Occupancy

The Government shall occupy the portions of the buildings not affected by the pest control operations during the period of application. The Contractor shall cooperate fully with the COR to minimize conflicts and to facilitate occupant's usage. The Contractor shall perform the work so as to interfere with Post operations as little as possible.

### Reporting Accidents

The Contractor shall prepare and submit to the COR and the CDC Facilities Supervisor reports of significant accidents on site. The Contractor shall record and document data and actions taken in accordance with industry standards. For this purpose, a significant accident is defined to include events where personal injury is sustained, property loss is sustained, or where the event posed a significant threat of loss of property or personal injury.

### Unusual Conditions

When an unusual condition of the property or site is discovered during work (e.g., pesticide leaks on the interior of foundations, or any pesticide application which may contaminate a building or overexpose an occupant), the Contractor shall stop work immediately and advise the COR. The Contractor shall follow with a special report, if deemed necessary by the COR.

### Emergencies

The Contractor shall discuss emergency service issues with the COR or other DoS embassy personnel to reach a common understanding as to fire, ambulance, or other agencies that service the abatement work site in case of an emergency. The Contractor shall post in the work area the telephone numbers and locations of emergency services including, but not limited to, fire, ambulance, doctor, and hospital.

Any Contractor personnel at the work site shall notify emergency service agencies if necessary.

### Pest Control Register (PCR)

A PCR will be maintained at each CDC site to include:

- All details of the service provider, including emergency response numbers
- Qualifications/certifications of all pest control operators who may be servicing any CDC site
- Sample labels of all remedies used, specifying the “L-registration” number as well as it’s
- Active ingredients, application purposes
- Material Safety Data Sheets (MSDS) for each remedy utilize in the IPM program
- Copy of contract and schedule of treatment
- Servicer records describing current levels of pest activity and recommendations needed for additional measures to correct
- Emergency medical telephone numbers

- Site map showing the positions/locations of all rodent bait stations
- Sighting log where client personnel write down any sightings of pests or pest evidence for action by the pest control technician (PCT)
- Risk Assessment Report outlining any potential hazards that may be encountered by the PCT
- Health & Safety Procedures
- Client Satisfaction Questionnaire
- Client Action Log
- List of Housekeeping and Hygiene recommendations for the facility

SECTION D - PACKAGING AND MARKING

- RESERVED -

SECTION E - INSPECTION AND ACCEPTANCE

E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following 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: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>.

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an Internet “search engine” (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

CLAUSE                      TITLE AND DATE

52.246-4              INSPECTION OF SERVICES – FIXED-PRICE (AUG 1996)

E.2. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP). This plan is designed to provide an effective surveillance method to promote effective contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to conduct quality assurance to ensure that contract standards are achieved.

<b>Performance Objective</b>	<b>PWS Para</b>	<b>Performance Threshold</b>
<b><u>Services.</u></b> Performs all pest management services set forth in the performance work statement (PWS)	C.1 thru C.4	All required services are performed and no more than one customer complaint is received per month

E.2.1 SURVEILLANCE. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

E.2.2 STANDARD. The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.246-4, Inspection of Services – Fixed-Price, August 1996), if any of the services exceed the standard.

### E.2.3 PROCEDURES

(a) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed they should immediately contact the COR.

(b) The COR will complete appropriate documentation to record the complaint.

(c) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

(d) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.

(e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

(f) If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.

(g) The COR will consider complaints as resolved unless notified otherwise by the complainant.

(h) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

## SECTION F - DELIVERIES OR PERFORMANCE

### F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>.

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<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.242-15	STOP-WORK ORDER (AUG 1989)
52.242-17	GOVERNMENT DELAY OF WORK (APR 1984)

### F.2 PERIOD OF PERFORMANCE

F.2.1. The contract shall be effective on the date of the Contracting Officer's signature, and shall remain in effect until the third option year.

F.2.2. The Government may extend this contract under FAR 52.217-9, Option to Extend the Term of the Contract, which also specifies the total potential duration of the contract, or FAR 52.217-8.

### F.3 DELIVERY SCHEDULE

#### F.3.3.1 Routine Services (Monthly)

4. <b>Site: Gaborone-West Plot No 1418 Lebatlane Rd (3 BLDs &amp; Perimeter Wall, Cafeteria &amp; Kitchen Areas, waste/refuse area)</b>	Frequency	No of Months
Supply/install/Maintain 60 tamper proof bait stations complete with inspection, cleaning, service, and recording findings. Service includes inspection of roof, building and drainage voids for potential breeding areas and other hot spots. Treat appropriately to control all general crawling insects (sprays, baits and gels) such as cockroaches, ants, paper lice, bird mites, hornets, spiders, bees and mosquitoes. Contractor shall also treat kitchen/storage/dining area; exterior building drains in the courtyards and along the vulnerable areas of the perimeter and trash skip as required. <b><u>Treatment to include one annual hot fogging of each building or facility to be scheduled with the COR.</u></b>	Monthly	12
<b>5. Site: Extension 12 (Main HPR Office BLDG, HPR Lab, &amp; Genotype Lab)</b>		
Supply/install/Maintain 20 tamper proof bait stations complete with inspection, cleaning, service, and recording findings. Service includes inspection of roof, building and drainage voids for potential breeding areas and other hot spots. Treat appropriately to control all general crawling insects (sprays, baits and gels) such as cockroaches, ants, paper lice, bird mites, hornets, spiders, bees and mosquitoes. <b><u>Treatment to include one annual hot fogging of each building or facility to be scheduled with the COR.</u></b>	Monthly	12
<b>6. Site: Francistown (Nyangabgwe Hospital) (10 Portacabin/Modular facilities including the guard room + the main guard house/main gate)</b>		
Supply/install/Maintain 20 tamper proof bait stations complete with inspection, cleaning, service, and recording findings. Service includes inspection of roof, building and drainage voids for potential breeding areas and other hot spots. Treat appropriately to control all general crawling insects (sprays, baits and gels) such as cockroaches, ants, paper lice, bird mites, hornets, spiders, bees and mosquitoes. <b><u>Treatment to include one annual hot fogging of each building or facility to be scheduled with the COR.</u></b>	Monthly	12

F.3.3.2 Specialize Treatment (Unscheduled)

<b>Specialized Treatment</b>	<b>Frequency</b>	<b>Estimated No of Events</b>
Termite Treatment: Cost Includes inspection treatment	Event: Case-by-case TBD. Contractor to provide estimate for labor based on labor categories below.	4
Installation of bird repellants	Event: Case-by-case TBD. Contractor to provide bird repellant program as required based upon labor categories below.	2
Capture/Human Release of Feral Animal	Event: Case-by-case TBD. Contractor to provide removal based on labor categories below.	6

## SECTION G - CONTRACT ADMINISTRATION DATA

### G.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

#### G.1.1. 652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is Michael Valerio, Construction & Facility Manager, CDC Botswana, [mvalerio@cdc.gov](mailto:mvalerio@cdc.gov), +327-367-2434.

#### G.1.2 DUTIES

The COR and the CDC Facilities Supervisor working under his direction are responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the contract. The CDC Facilities Supervisor may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract. The CDC Facilities supervisor is: Kitso Selotatse, [ycg4@cdc.gov](mailto:ycg4@cdc.gov), +267-71337871

### G.2 SUBMISSION OF INVOICES

The Contractor shall submit invoices in an original and three (3) copies to the Contracting Officer's Representative (COR) at the following address (designated payment office only for the purpose of submitting invoices):

FMO  
USA Embassy Gaborone  
P O Box 90  
Gaborone, Botswana

*FMO will log in receipt of invoices and forward to COR for approval*

### G.3 RECORDKEEPING REQUIREMENTS

The Contractor and the COR shall both maintain a complete and accurate pest management file. The file shall contain as a minimum, the following items:

- A copy of the PCP for each property, including all of the attachments (i.e., labels, Material Safety Data Sheets, and local license).

- The Government's copies of all task orders issued under this contract, and all inspection reports completed by the COR (OF-127). The Government will supply these forms to advise the Contractor of service requests and to document the performance of all work.
- Contractor's Service Report forms, documenting arrival and departure time of the Contractor's representative performing the service, and all information on pesticide application required by statute. These report forms may incorporate all of the pest surveillance data.
- Documentation of any complaints from Post personnel or unusual incidents which may have taken place during the visit to the site or pesticide application.

G. 4. VALUE ADDED TAX

VALUE ADDED TAX (VAT). The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 ISSUANCE OF TASK ORDERS

- (a) The Government shall authorize work only through the issuance of task orders executed by the Contracting Officer. The Government shall establish task orders on a firm fixed-price basis and shall be modified solely by a written modification executed by the Contracting Officer.
- (b) The contractor shall perform only those services specifically authorized in the individual task orders issued under this contract. The Contractor shall complete all work and services under this contract within the period of performance specified in the task orders.

H.2 GOVERNMENT FURNISHED PROPERTY

- (a) The Government will not make available to the Contractor any Government-furnished property except as stated in an individual task order.
- (b) The Contractor shall provide all materials, supplies and equipment and shall remain the property of the Contractor. The Contractor shall remain fully responsible for the removal as well as the packing and crating of any remaining materials, supplies or equipment from the post at the conclusion of the service.

H.3 ORDERING OFFICIAL

The designated ordering individual for this contract is the Contracting Officer under FAR 52.216-18.

#### H.4 CERTIFICATE OF INSURANCE

The Contractor shall furnish to the Contracting Officer a current certificate of insurance as evidence of the insurance required. In addition, the Contractor shall furnish evidence of a commitment by the insurance carrier to notify the Contracting Officer in writing of any material change, expiration or cancellation of any of the insurance policies required not less than thirty (30) days before such change, expiration or cancellation is effective. When coverage is provided by self-insurer, the Contractor shall not change or decrease the coverage without the Contracting Officer's approval.

### SECTION I - CONTRACT CLAUSES

#### I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following 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: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>.

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<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.202-1	DEFINITIONS (NOV 2013)
52.203-3	GRATUITIES (APR 1984)
52.203-5	COVENANT AGAINST CONTINGENT FEES (APR 1984)
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006)
52.203-7	ANTI-KICKBACK PROCEDURES (OCT 2010)
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)

- 52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
- 52.203-12 LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (OCT 2010)
- 52.204-4 PRINTING/COPYING DOUBLE-SIDED ON POST CONSUMER FIBER CONTENT PAPER (MAY 2011)
- 52.204-9 PERSONAL VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
- 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JUL 2013)
- 52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (AUG 2013)
- 52.209-9 UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (JUL 2013)
- 52.215-2 AUDIT AND RECORDS – NEGOTIATION (OCT 2010)
- 52.215-8 ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT (OCT 1997)
- 52.215-11 PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA – MODIFICATIONS (AUG 2011)
- 52.215-13 SUBCONTRACTOR CERTIFIED COST OR PRICING DATA – MODIFICATIONS (OCT 2010)
- 52.215-14 INTEGRITY OF UNIT PRICES (OCT 2010)
- 52.215-21 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA—MODIFICATIONS (OCT 2010)
- 52.222-19 CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES (JAN 2014)
- 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009)
- 52.223-3 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (JAN 1997)
- 52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)

- 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUNE 2008)
- 52.225-14 INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT (FEB 2000)
- 52.228-3 WORKERS' COMPENSATION INSURANCE (DBA) (APR 1984)
- 52.228-4 WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS (APR 1984)
- 52.228-5 INSURANCE-WORK ON A GOVERNMENT INSTALLATION (JAN 1997)
- 52.229-6 TAXES - FOREIGN FIXED-PRICE CONTRACTS (FEB 2013)
- 52.232-1 PAYMENTS (APR 1984)
- 52.232-7 PAYMENTS UNDER TIME AND MATERIALS AND MATERIALS/LABOR HOUR CONTRACTS (AUG 2012)
- 52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)
- 52.232-11 EXTRAS (APR 1984)
- 52.232-17 INTEREST (OCT 2010)
- 52.232-18 AVAILABILITY OF FUNDS (APR 1984)
- 52.232-24 PROHIBITION OF ASSIGNMENT OF CLAIMS (JAN 1986)
- 52.232-25 PROMPT PAYMENT (JUL 2013)
- 52.232-32 PERFORMANCE-BASED PAYMENTS (APR 2012)
- 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER – SYSTEM FOR AWARD MANAGEMENT (JUL 2013)
- 52.233-1 DISPUTES (JUL 2002) *Alternate I (DEC 1991)*
- 52.233-3 PROTEST AFTER AWARD (AUG 1996)
- 52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)
- 52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)

- 52.237-3 CONTINUITY OF SERVICES (JAN 1991)
- 52.242-13 BANKRUPTCY (JUL 1995)
- 52.243-1 CHANGES - FIXED-PRICE (AUG 1987) *Alternate II (APR 1984)*
- 52.245-1 GOVERNMENT PROPERTY (APR 2012)
- 52.245-2 GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES (APR 2012)
- 52.245-9 USE AND CHARGES (APR 2012)
- 52.246-25 LIMITATION OF LIABILITY – SERVICES (FEB 1997)
- 52.248-1 VALUE ENGINEERING (OCT 2010)
- 52.249-4 TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM) (APR 1984)
- 52.249-8 DEFAULT (FIXED-PRICE SUPPLY AND SERVICE (APR 1984)
- 52.249-14 EXCUSABLE DELAY (APR 1984)
- 52.253-1 COMPUTER GENERATED FORMS (JAN 1991)

I.2. FAR CLAUSES INCLUDED IN FULL TEXT

52.232-99 PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS (AUG 2012) (DEVIATION)

This clause implements the temporary policy provided by OMB Policy Memorandum M- 12-16, Providing Prompt Payment to Small Business Subcontractors, dated July 11, 2012.

- (a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.
- (b) Include the substance of this clause, including this paragraph (b), in all subcontracts with small business concerns.
- (c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

I.2 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised. See Section F.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

I.3 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$50.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor—

(1) Any order for a single item in excess of \$7,000.00

(2) Any order for a combination of items in excess of \$35, 000.00; or

(3) A series of orders from the same ordering office within five (5) days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 working days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.4 52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Deliver-Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after one year beyond the contract's effective period.

I.5 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

I.6 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years (months)(years).

I.7 RESERVED

I.8 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR. (APR 1984)

Funds are not presently available for performance under this contract beyond 30 September of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment

may arise for performance under this contract beyond 30 September of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR) CLAUSES:

I.9 652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

I.10 652.216-70 ORDERING - INDEFINITE-DELIVERY CONTRACT (APR 2004)

The Government shall use one of the following forms to issue orders under this contract:

(a) The Optional Form 347, *Order for Supplies or Services*, and Optional Form 348, *Order for Supplies or Services Schedule - Continuation*; or,

(b) The DS-2076, *Purchase Order, Receiving Report and Voucher*, and DS-2077, *Continuation Sheet*.

I.11. 652.229-71 PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD (AUG 1999)

Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the Contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the Contractor shall observe the requirements of 22 CFR Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

I.12. 652.243-70 NOTICES (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the Contracting Officer.

I.13. 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The contractor warrants the following:

- (1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
- (2) That it has obtained all necessary licenses and permits required to perform this contract; and,
- (3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

I.14 652.237-72 OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE (APR 2004)

(a) The Department of State observes the following days\* as holidays:

New Year's Day (1 JAN)  
Public Holidays (Jan 2-3)  
Martin Luther King's Birthday (19 JAN)  
Washington's Birthday (16 FEB)  
Good Friday  
Easter Monday  
Botswana Day (30 SEP)  
Ascension Day  
Memorial Day  
Sir Seretse Khama Day (1 JUL)  
Public Holiday (2 JUL)  
Independence Day  
USA Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day  
Boxing Day (26 DEC)

Plus all official observed local holidays in Botswana.

\*Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional

period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in this contract.

(c) When the Department of State grants administrative leave to its Government employees, assigned Contractor personnel in Government facilities shall also be dismissed. However, the Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the Contracting Officer or his/her duly authorized representative.

(d) For fixed-price contracts, if services are not required or provided because the building is closed due to inclement weather, unanticipated holidays declared by the President, failure of Congress to appropriate funds, or similar reasons, deductions will be computed as follows:

- (1) The deduction rate in pulas per day will be equal to the per month contract price divided by 21 days per month.
- (2) The deduction rate in pulas per day will be multiplied by the number of days services are not required or provided.

If services are provided for portions of days, appropriate adjustment will be made by the Contracting Officer to ensure that the Contractor is compensated for services provided.

(e) If administrative leave is granted to contractor personnel as a result of conditions stipulated in any "Excusable Delays" clause of this contract, it will be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of direct cost hereunder for employees whose regular time is normally charged, and a reimbursable item of indirect cost for employees whose time is normally charged indirectly in accordance with the Contractor's accounting policy.

I.15 652.225-71 SECTION 8(A) OF THE EXPORT ADMINISTRATION ACT OF 1979, as amended (AUG 1999)

(a) Section 8(a) of the U.S. Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)), prohibits compliance by U.S. persons with any boycott fostered by a foreign country against a country which is friendly to the United States and which is not itself the object of any form of boycott pursuant to United States law or regulation. The Boycott of Israel by Arab League countries is such a boycott, and therefore, the following actions, if taken with intent to comply with, further, or support the Arab League Boycott of Israel, are prohibited activities under the Export Administration Act:

- (1) Refusing, or requiring any U.S. person to refuse to do business with or in Israel, with any Israeli business concern, or with any national or resident of Israel, or with any other person, pursuant to an agreement of, or a request from or on behalf of a boycotting country;

- (2) Refusing, or requiring any U.S. person to refuse to employ or otherwise discriminating against any person on the basis of race, religion, sex, or national origin of that person or of any owner, officer, director, or employee of such person;
- (3) Furnishing information with respect to the race, religion, or national origin of any U.S. person or of any owner, officer, director, or employee of such U.S. person;
- (4) Furnishing information about whether any person has, has had, or proposes to have any business relationship (including a relationship by way of sale, purchase, legal or commercial representation, shipping or other transport, insurance, investment, or supply) with or in the State of Israel, with any business concern organized under the laws of the State of Israel, with any Israeli national or resident, or with any person which is known or believed to be restricted from having any business relationship with or in Israel;
- (5) Furnishing information about whether any person is a member of, has made contributions to, or is otherwise associated with or involved in the activities of any charitable or fraternal organization which supports the State of Israel; and,
- (6) Paying, honoring, confirming, or otherwise implementing a letter of credit which contains any condition or requirement against doing business with the State of Israel.

(b) Under Section 8(a), the following types of activities are not forbidden "compliance with the boycott," and are therefore exempted from Section 8(a)'s prohibitions listed in paragraphs (a)(1)-(6) above:

- (1) Complying or agreeing to comply with requirements:
  - (i) Prohibiting the import of goods or services from Israel or goods produced or services provided by any business concern organized under the laws of Israel or by nationals or residents of Israel; or,
  - (ii) Prohibiting the shipment of goods to Israel on a carrier of Israel, or by a route other than that prescribed by the boycotting country or the recipient of the shipment;
- (2) Complying or agreeing to comply with import and shipping document requirements with respect to the country of origin, the name of the carrier and route of shipment, the name of the supplier of the shipment or the name of the provider of other services, except that no information knowingly furnished or conveyed in response to such requirements may be stated in negative, blacklisting, or similar exclusionary terms, other than with respect to carriers or route of shipments as may be permitted by such regulations in order to comply with precautionary requirements protecting against war risks and confiscation;
- (3) Complying or agreeing to comply in the normal course of business with the unilateral and specific selection by a boycotting country, or national or resident thereof, of carriers, insurance, suppliers of services to be performed within the boycotting country or specific goods which, in the normal course of business, are identifiable by source when imported into the boycotting country;
- (4) Complying or agreeing to comply with the export requirements of the boycotting country relating to shipments or transshipments of exports to Israel, to any business concern of or organized under the laws of Israel, or to any national or resident of Israel;

(5) Compliance by an individual or agreement by an individual to comply with the immigration or passport requirements of any country with respect to such individual or any member of such individual's family or with requests for information regarding requirements of employment of such individual within the boycotting country; and,

(6) Compliance by a U.S. person resident in a foreign country or agreement by such person to comply with the laws of that country with respect to his or her activities exclusively therein, and such regulations may contain exceptions for such resident complying with the laws or regulations of that foreign country governing imports into such country of trademarked, trade named, or similarly specifically identifiable products, or components of products for his or her own use, including the performance of contractual services within that country, as may be defined by such regulations.

#### I. 16 CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

- 1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
- 2) Clearly identify themselves and their contractor affiliation in meetings;
- 3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
- 4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

This is to certify that the item(s) covered by this contract is/are for export solely for the use of the U.S. Foreign Service Post identified in the contract schedule.

The Contractor shall use a photocopy of this contract as evidence of intent to export. Final proof of exportation may be obtained from the agent handling the shipment. Such proof shall be accepted in lieu of payment of excise tax.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

- Exhibit 1      Pesticide Application Notification
- Exhibit 2      List of Building(s) and Pest Problem(s)
- Exhibit 3      Cost Proposal for Special Service(s) (Unscheduled/Specialized Treatment)

## EXHIBIT 1 - PESTICIDE APPLICATION NOTIFICATION

**PESTICIDE APPLICATION NOTIFICATION:** This form is provided to building occupants (no less than 24 hours before application) to enable occupants to either prepare for treatment or refuse treatment due health concerns.

A pesticide applicator has been hired to come to your office to treat for pests. Treatment is scheduled for your office (site/location, facility description or office number) on (date). The vendor has been authorized to use products that are EPA registered or CDC approved (**Exhibit 2** of this contract and available upon request) for the specific pest and application. Each pesticide is indicated for certain pests and must be applied according to the manufacturer's directions. Spraying into cracks and crevices where the pests live is very common. The Department mandates that post only use EPA-registered and Department approved pesticides, which have detailed instructions regarding use of the product. Pesticide labels and other safety related information should be available from the COR or the CDC Facilities Manager.

All pesticides are poisons and are used judiciously to combat pests, which, in addition to being a nuisance, may pose health risks and/or cause of significant property damage. The use pesticide powders or dusts are not recommended but must have COR approval if used. Should there be an exception to the general rule; the applicator should remove any residual pesticide, which is accessible to occupants. You can reduce your exposure to pesticides by following the steps indicated below:

- Vacate any location where pesticides are being applied in spray form.
- Remove food, dishes, pots, pans and other cooking/eating utensils before treating kitchen cabinets. Pesticides should not be allowed to contact any surface/object that will contact food. Wait until the shelves dry before refilling them. If it's possible that contact occurred, wash the items thoroughly with soap and hot water before use.
- Allow adequate ventilation following the application of pesticides indoors. When spraying will occur outdoors, ensure office windows are closed. It may be difficult to predict how long the treated space should be vacated; however, all sprayed surfaces should be dry. Usually a minimum of one to two hours will be necessary. Although odor is not necessarily the best indicator of exposure, ventilation should be increased in areas where the odor is bothersome.
- Use of surface sprays to treat entire floors, walls or ceilings even though such "broadcast" applications may be listed on the product label are not authorized.
- Use of tamper-proof rodent or insect bait stations is required.

The material data safety sheet (MDSS) for the chemicals used is attached to this notification form. Please review the safety information and alert the COR or the CDC Facilities Supervisor, if due to health concerns, you do not want the use of chemicals in your office space. We will work with the contractor to use an alternate approach.

Finally, as the client, we ask that you report any improper behavior regarding the application i.e. failure to minimize chemical waste in an environmentally friendly manner or the discharge of any chemicals on the premises as the contractor is required to remove all waste, unused chemical and containers from the site after use. The contractor must display a photo ID that indicates he/she is a licensed pest control specialist.

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COR or CDC Facilities Supervisor (Print/Sign)

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DATE

## EXHIBIT 2 – LIST OF APPROVED CHEMICALS

(Approved by the Botswana Ministry of Health, Department of Public Health)

1. Finale Rat & Mouse Wax Blocks
2. Deltamethrin 25 EC
3. Nu Pro Aersol
4. Alphathrin
5. Maxforce Ant Bait Granules
6. Racumin Rat and Mouse Bait Blocks
7. Formula 500
8. Premise 200SC Termiticide
9. Termidor SC Termiticide/Insecticide
10. Fendona 6
11. K-Othrine EC 15
12. Super Crackdown
13. Tomcat All-Weather Blox
14. Maforce Quantum
15. Coopex Dust (additional approval required)
16. Coopex Aerosol Fly & Mosquito Killer
17. Quickbait spray Fly Bait
18. Dorine EC 50
19. Killem Super Fly Bait
20. Requiem Termite Bait
21. Rodenthor Rodenticide
22. Prothor 200SC Termiticide
23. Maxxthor Water-Based Termicide & Insecticide
24. Focus Termite Attractant
25. Supra-Kill Rat & Mouse Blocks
26. Supra-Kill Rat & Mouse Poison Bait
27. Supra-Kill Liquid Rat & Mouse Bait

### EXHIBIT 3 – LIST OF CDC BOTSWANA FACILITIES(S) AND PEST PROBLEM(S)

Centers for Diseases Control (CDC) Botswana is comprised of three (3) sites – two within Gaborone (Gaborone-West and Extension 12) and one at Francistown adjacent Nyangabgwe Referral Hospital (NRH).

(1) CDC Botswana – Gaborone-West: The facilities on the 2.5 acre Gaborone West (Plot No 1418 Lebatlane Rd) includes three main buildings; from south to north (see below), a single story office building (Block A); a two story office building (Block B); and a single story office storage building (Block C).

The facility is located in a residential section on the western side of Gaborone. Immediately southwest of the compound is a mosque. The primary entrance to the compound is located on the east perimeter and serves both vehicles and pedestrians.

Block A is comprised of approximately office spaces, four toilets, mailroom, server room, closet/storage areas. Block B is comprised of office spaces, cafeteria, conferencing rooms, closet/storage rooms, server room, and multiple individual toilet facilities (dormitory converted to office space).

Recurring pests include coackroaches, ants, paper lice, bird mites, hornets/bees, mosquitoes, spiders, and birds. Site specific infestations of termites and birds tend to contaminate the courtyard areas in the center of the building.

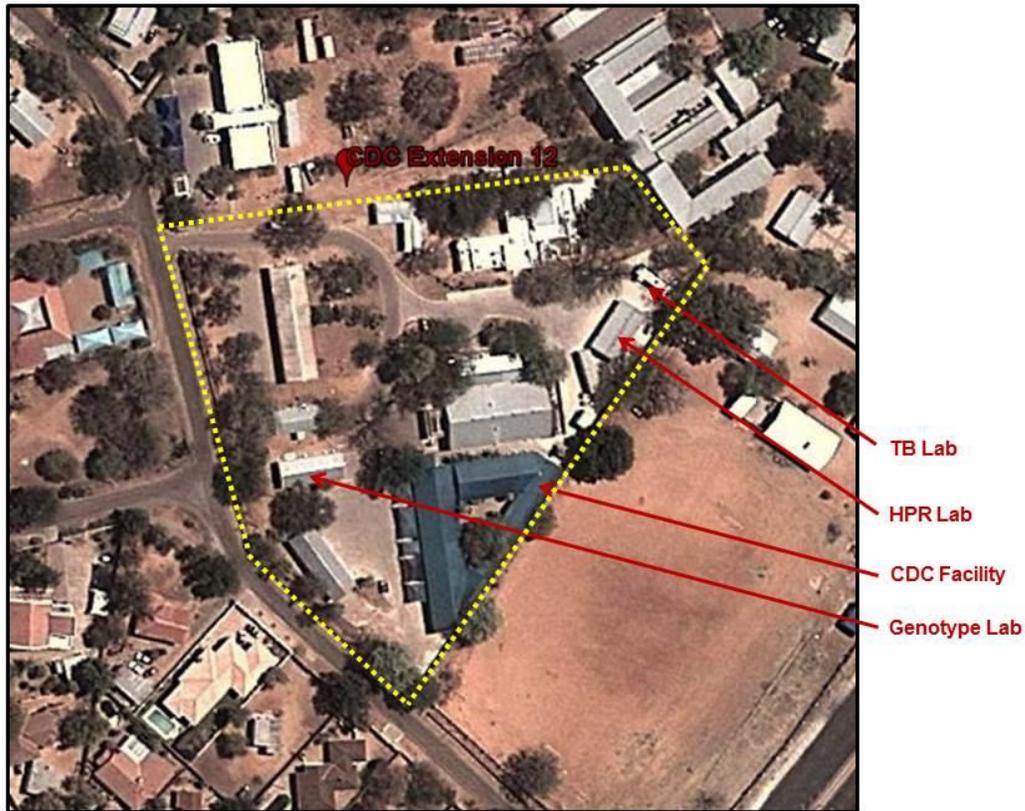


(2) CDC Botswana – Extension 12: Extension 12 (Plot No 5348), embedded with Ministry of Health facilities, is located in a residential area in the eastern part of the city. The western side of the property borders on Ditlhakore Way. The southeastern side borders on the sports fields of Tshiamo Primary School. Other buildings on the compound include a Tuberculosis (TB) hospital and associated facilities and labs to the north of the CDC facilities.

The CDC facilities include:

- a) Main HIV Prevention Research (HPR) Staff/CDC building;
- b) Pre-fabricated HPR lab;
- c) Pre-fabricated portacabin TB Genotyping lab and;
- d) BSL3 TB containerized lab.

### CDC Extension 12 – Gaborone, Botswana



Recurring pests include coackroaches, ants, paper lice, bird mites, hornets/bees, mosquitoes, spiders, and birds. Site specific infestations of termites occur.

(3) CDC Botswana – Francistown: CDC Botswana offices are located at Nyangabgwe Referral Hospital (NRH) at the junction of Boiphuso and Marang roads. CDC Francistown is made of three sections: the TB/HIV, HPR and Operations. The premises also house the NRH Cytology and Blood Screening Laboratories.



CDC offices in Francistown are located on an area that is approximately 0.8m<sup>2</sup> north-east of NRH. There is only one main entrance to the site.

On site are ten (10 CDC) pre-fab/portacabins and two guard rooms - one situated at the main gate and the other within the premises.



CDC BOTSWANA OFFICES IN FRANCISTOWN

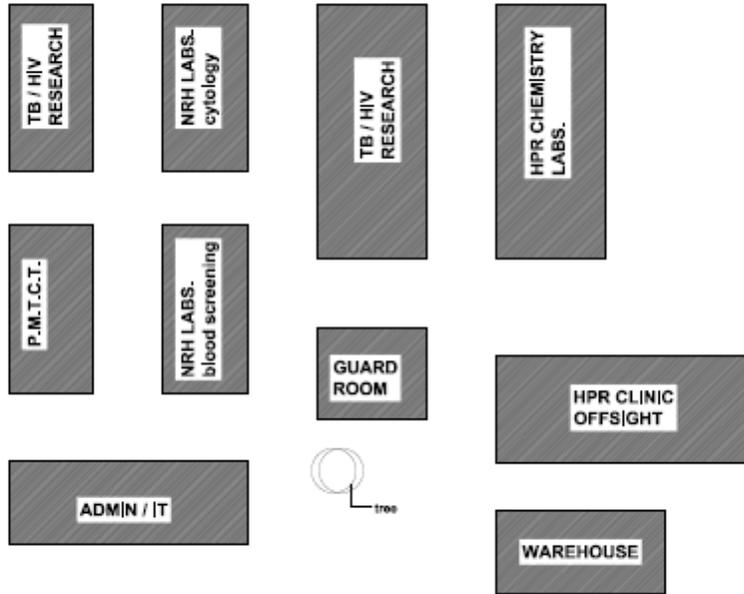


EXHIBIT 3 – SAMPLE COST PROPOSAL FOR SPECIAL SERVICE

<u>Company Name and Address:</u>			
<u>Location:</u>			
<u>Description of Problem and Recommended Service Solution:</u>			
<u>LABOR CATEGORY</u>	<u>NUMBER OF HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
Entomologist/Biologist			
Supervisor/Foreman			
Pest Control Technician			
		<b>Labor Total:</b>	

Material Costs (invoice required):  
 List Items & Sum:  
 Total Material Cost: \_\_\_\_\_

VAT:

Total Cost for Special Service/Event: \_\_\_\_\_

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR QUOTERS

K.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above \_\_\_\_\_

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[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

#### K.2 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEP 2007)

(a) Definitions. As used in this provision – “Lobbying contact” has the meaning provided at 2 USC 1602(8). The terms “agency”, “influencing or attempting to influence”, “officer or employee of an agency”, “person”, “reasonable compensation”, and “regularly employed” are defined in the FAR clause of this solicitation entitled Limitation on Payments to Influence Certain Federal Transactions (52.203-12).

(b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12) are hereby incorporated by reference in this provision.

(c) Certification. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress on its behalf in connection with the awarding of this contract.

(d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contract on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its officer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 USC 1352. Any persons who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$150,000, for each failure.

#### K.3 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 USC 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN:	
<input type="checkbox"/>	TIN has been applied for
<input type="checkbox"/>	TIN is not required because:
<input type="checkbox"/>	Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.
<input type="checkbox"/>	Offeror is an agency or instrumentality of a foreign government
<input type="checkbox"/>	Offeror is an agency or instrumentality of the Federal Government

(e) Type of Organization.

<input type="checkbox"/>	Sole Proprietorship
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Corporate Entity (not tax exempt)
<input type="checkbox"/>	Corporate Entity (tax exempt)
<input type="checkbox"/>	Government entity (Federal, State or local)
<input type="checkbox"/>	Foreign Government
<input type="checkbox"/>	International organization per 26 CFR 1.6049-4
<input type="checkbox"/>	Other:

(f) Common Parent.

<input type="checkbox"/>	Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.
<input type="checkbox"/>	Name and TIN of common parent
Name	
TIN	

K.4 52.225-20 PROHIBITION CONDUCTING RESTRICTED BUSINESS OPERATIONS IN SUDAN – CERTIFICATION (AUG 2009)

(a) *Definitions.* As used in this provision—

“Business operations” means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

“Marginalized populations of Sudan” means—

- (1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and
- (2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

(b) *Certification.* By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

K.5 52.204-8 Annual Representations and Certifications (JAN 2014)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **561710**.

(2) The small business size standard is **\$10 million dollars**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (d) applies.

(ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, 2010, or 2012.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

(xvi) 52.225-2, Buy American Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$79,507, the provision with its Alternate II applies.

(D) If the acquisition value is \$79,507 or more but is less than \$100,000, the provision with its Alternate III applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to—

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

*[Contracting Officer check as appropriate.]*

- \_\_\_ (i) 52.219-22, Small Disadvantaged Business Status.
- \_\_\_ (A) Basic.
- \_\_\_ (B) Alternate I.
- \_\_\_ (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.
- \_\_\_ (iii) 52.222-48, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.
- \_\_\_ (iv) 52.222-52, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Certification.
- \_\_\_ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA—Designated Products (Alternate I only).
- \_\_\_ (vi) 52.227-6, Royalty Information.
- \_\_\_ (A) Basic.
- \_\_\_ (B) Alternate I.
- \_\_\_ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

**K.6 52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS (APR 2010)**

- (a)(1) The Offeror certifies, to the best of its knowledge and belief, that—
  - (i) The Offeror and/or any of its Principals—
    - (A) Are o are not o presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
    - (B) Have o have not o, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws,

or receiving stolen property (if offeror checks “have”, the offeror shall also see 52.209-7, if included in this solicitation);

(C) Are o are not o presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have o, have not o, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) *Examples.*

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has o has not o, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principal,” for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

#### K.7 AUTHORIZED CONTRACT ADMINISTRATOR

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for Contract Administration, which includes all matters pertaining to payments.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

#### K.8 652.225-70 ARAB LEAGUE BOYCOTT OF ISRAEL (AUG 1999)

(a) Definitions. As used in this provision:

Foreign person means any person other than a United States person as defined below.

United States person means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as provided under the Export Administration Act of 1979, as amended.

(b) Certification. By submitting this offer, the offeror certifies that it is not:

(1) Taking or knowingly agreeing to take any action, with respect to the boycott of Israel by Arab League countries, which Section 8(a) of the Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)) prohibits a United States person from taking; or,

(2) Discriminating in the award of subcontracts on the basis of religion.

**[Proposal Note: If the bidder/offeror has indicated “yes” in blocks (a)(1), (2), or (3) of the following provision, the bidder/offeror shall include Defense Base Act insurance costs covering those employees in their proposed prices. The bidder/offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>.]**

**K.9. 652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES (JUN 2006)**

(a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

<u>Category</u>	<u>Yes/No</u>	<u>Number</u>	
(1) United States citizens or residents			
(2) Individuals hired in the United States, regardless of citizenship			
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no local workers’ compensation laws		local nationals:	
		third-country nationals:	
(4) Local nationals or third country nationals where contract performance takes place in a country where there are local workers’ compensation laws		local nationals:	
		third-country nationals:	

- (b) The Contracting Officer has determined that for performance in the country of Botswana
- Workers’ compensation laws exist that will cover local nationals and third country nationals.
  - Workers’ compensation laws do not exist that will cover local nationals and third country nationals.

(c) If the bidder/offeror has indicated “yes” in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) RESERVED

(End of provision)

K.10. 52.209-2 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATION (MAY 2011)

(a) *Definition.* “Inverted domestic corporation” and “subsidiary” have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code.* An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874 .

(c) *Representation.* By submission of its offer, the offeror represents that—

- (1) It is not an inverted domestic corporation; and
- (2) It is not a subsidiary of an inverted domestic corporation.

(End of provision)

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO  
OFFERORS OR QUOTERS

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE  
(FEB 1998)

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. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>.

These addresses are subject to change. If the FAR is not available at the locations indicated above, use of an Internet “search engine” (for example, Google, Yahoo or Excite) is suggested to obtain the latest location of the most current FAR provisions.

The following Federal Acquisition Regulation solicitation provisions are incorporated by reference (48 CFR Chapter 1):

<u>PROVISION</u>	<u>TITLE AND DATE</u>
52.204-7	SYSTEM FOR AWARD MANAGEMENT (JUL 2013)
52.215-1	INSTRUCTIONS TO OFFERORS* — COMPETITIVE ACQUISITION (JAN 2004)
52.237-1	SITE VISIT (APR 1984)

\* Offerors are reminded that this provision states that the Government may award a contract based on initial proposals, without holding discussions.

L.2 SOLICITATION PROVISIONS IN FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of an indefinite-delivery indefinite-quantity contract with fixed hourly rates resulting from this solicitation.  
(End of provision)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

### L.3 QUALIFICATIONS OF OFFERORS

**Instructions to Offeror.** Each offer must consist of the following:

1. List of clients over the past 5 years, demonstrating prior experience with relevant past performance information and references - *provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses*. If the offeror has not performed comparable services in Botswana then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:
  - Quality of services provided under the contract;
  - Compliance with contract terms and conditions;
  - Effectiveness of management;
  - Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
  - Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

2. Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
3. The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.
4. The offeror's strategic plan for Pest Control services to include but not limited to:
  - (a) A work plan taking into account all work elements in Section 1, Performance Work Statement.
  - (b) Identify types and quantities of equipment, supplies and materials required for performance of services under this contract. Identify if the offeror already possesses the listed items and their condition for suitability and if not already possessed or inadequate for use how and when the items will be obtained;

- (c) Plan of ensuring quality of services including but not limited to contract administration and oversight; and
- (d)(1) If insurance is required by the solicitation, a copy of the Certificate of Insurance(s), **or**
- (2) a statement that the Contractor will get the required insurance, and the name of the insurance provider to be used.

L.4 SUBMISSION OF OFFERS

L.4.1 GENERAL

This solicitation is for the pest management services described in Section C.

L.5.2 SUMMARY OF INSTRUCTIONS

Each offer must consist of the following physically separate volumes:

<u>Volume</u>	<u>Title</u>	<u>No. of Copies*</u>
1	Executed Standard Form SF-1449, "Solicitation, Offer and Award and a completed Section – Representations, Certifications and Other Statements of Offerors	
2	Price Proposal and completed Section or Services and Prices/Costs	
3	Business Management/Technical Proposal	

\* The total number of copies includes the original as one of the copies.

The complete offer shall be submitted at the address indicated at Block 7 of Standard Form (SF) 1449, if mailed, or the address set forth below, if hand-delivered (if this is left blank, the address is the same as that in Block 7 of SF 33).

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Offerors shall identify, explain and justify any deviations, exceptions, or conditional assumptions taken regarding any of the instructions or requirements of this solicitation.

L.5.3 DETAILED INSTRUCTIONS

L.5.3.1 Volume I: Standard Form (SF) 33 and Sections B and K. Complete blocks 12 through 18 of the SF 33 and all of Sections B & K.

L.5.3.2 Volume II: Price proposal and Section B. The price proposal shall consist of completion of Section B., including prices for all contract line items for all periods of performance.

L.5.3.3 Volume III: Business Management/Technical Proposal.

(a) The Business Management/Technical Proposal shall be in two parts, including the following information:

Proposed Work Information - Provide the following:

- (1) A list of the names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror;
- (2) A list of the names, addresses, and telephone numbers of subcontractors to be used on the project, indicating what portions of the work will be performed by them.

Information demonstrating the offeror's ability to perform, including:

- (1) Name of a Project Manager (or other liaison to the Embassy/Consulate) who understands written and spoken English;
- (2) Evidence that the offeror operates an established business with a permanent address and telephone listing;
- (3) List of clients, demonstrating prior experience with relevant past performance information and references;
- (4) Evidence that the offeror can provide the necessary personnel, equipment, and financial resources needed to perform the work;
- (5) Evidence that the offeror has all licenses and permits required by local law (see DOSAR 652.242-73 in Section I). and additional such as a company brochure, technical proposal, client list, financial statement, etc.
- (6) As required by H.7, Certificate of Insurance, offeror shall provide either:
  - (a) A copy of the Certificate of Insurance, or
  - (b) A statement that the Contractor will get the required insurance, and the name of the insurance provider to be used.

Experience and Past Performance - List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

- (1) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;

- (2) Contract number and type;
- (3) Date of the contract award place(s) of performance, and completion dates;
- (4) Contract dollar value;
- (5) Brief description of the work, including responsibilities;
- (6) Comparability to the work under this solicitation;
- (7) Brief discussion of any major technical problems and their resolution;
- (8) Method of acquisition (fully competitive, partially competitive, or noncompetitive), and the basis for award (cost/price, technical merit, etc.);
- (9) Percent turnover of contract key technical personnel per year; and
- (10) Any terminations (partial or complete) and the reason (convenience or default).

L.6 SITE VISIT

Under FAR provision 52.237-1, Site Visit, offerors should contact **Mr. Kitso Selotat**, [ycg4@cdc.gov](mailto:ycg4@cdc.gov), +267-71-33-7871 to make appropriate arrangements.

L.7 652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999)  
(DEVIATION)

The following DOSAR provision is provided in full text:

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation.

If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1696, by fax at (703) 875-6155, or by writing to:

Competition Advocate  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510.

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the Contracting Officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested, and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes.

Interested parties are invited to contact the contracting activity ombudsman, - Embassy management Officer at +(267)-3933982 and Fax (267) – 395-3951. For a U.S. Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman.

Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1696, by fax at (703) 875-6155, or by writing to:

Acquisition Ombudsman  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510.

(End of provision)

## L.8 FINANCIAL STATEMENT

If asked by the Contracting Officer, the offeror shall provide a current statement of its financial condition, certified by a third party that includes:

Income (profit-loss) Statement that shows profitability for the past 5 years;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for this information may cause the Government to determine the offeror to be nonresponsible.

## SECTION M - EVALUATION FACTORS FOR AWARD

### M.1 EVALUATION OF PROPOSALS

M.1.1. GENERAL. To be acceptable and eligible for evaluation, proposals must be prepared following Section L and must meet all the requirements in the other sections of this solicitation. The Government will make an initial review of proposals to determine compliance with these instructions. The Government may determine an offeror to be unacceptable and exclude it from further consideration for failure to comply with Section L.

#### M.1.2. BASIS FOR AWARD

The Government intends to award a contract resulting from this solicitation to the lowest priced, technically acceptable offeror who is a responsible contractor. The evaluation process will follow the procedures below:

##### a) Initial Evaluation

The Government will evaluate all proposals received to ensure that each proposal is complete in terms of submission of each required volume, as required by Section L. The Government may eliminate proposals that are missing required information.

##### b) Technical Acceptability

The Government will thoroughly review those proposals remaining after the initial evaluation to determine technical acceptability. This will include a review of the offeror's response to the requirements set forth in Section C through H, a review of the proposed project manager qualifications and experience, and a review of the offeror's past performance. The Government may also contact references provided as part of the Experience and Past Performance information as described in L.2.4(3)(b) to verify quality of past performance.

##### c) Price

The Government will evaluate price for all technically acceptable offerors and determine the lowest overall price in Section B.

##### d) Contractor Responsibility

The Government will determine responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- (1) adequate financial resources or the ability to obtain them;
- (2) ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- (3) satisfactory record of integrity and business ethics;
- (4) necessary organization, experience, and skills or the ability to obtain them;

- (5) necessary equipment and facilities or the ability to obtain them; and
- (6) otherwise qualified and eligible to receive an award under applicable laws and regulations.

The Government reserves the right to reject proposals that are unreasonably low or high in price. Unsuccessful offerors will be notified in accordance with FAR 15.503.

### M.1.3 AWARD SELECTION

The Government will review the prices of all technically acceptable firms and the award selection will go to the lowest priced, technically acceptable, responsible offeror. The lowest price will be determined by multiplying the offered prices times the estimated quantities in Section B, and arriving at a grand total, including all options. As described in FAR 52.215-1, incorporated by reference in Section L, the Government may award may based on initial offers, without discussions.

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

- (a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
- (b) For acquisitions conducted using negotiation procedures—
  - (1) On the date specified for receipt of offers, if award is based on initial offers; otherwise
  - (2) On the date specified for receipt of proposal revisions.  
(End of provision)

### M.3 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).  
(End of provision)

### M.4 SEPARATE CHARGES

Separate charges, in any form, are not solicited. For example, any charges for failure to exercise an option are unacceptable.