

Date: March 3, 20016

SUBJECT: Request for Proposals (RFP) – Updating of the existing basement Sever Room

Dear Prospective Quoter:

The Embassy of the United States of America in Gaborone, Botswana has a requirement for a contractor to provide the Updating of the existing basement Sever Room layout by providing new ceiling boards and ceiling grid, new composite vinyl flooring seamless, introduction of glass wall between Server room and ISC, HVAC works and painting of walls.

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 RFP does not commit the American Embassy to make any award. The Embassy may cancel this RFP or any part of it. Please read the RFP carefully, and if you are interested, submit your quotation.

Your quotation must be hand delivered or emailed to the below e-mail address on or before March 24, 2016.

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 proposal to the Embassy Project Manager at: 373-2465 or 71426541 and email Schowjc@state.gov during regular business hours.

Update of ISC Office and Server Room

Summary of Works:

- A. Update of the existing basement Sever Room layout by providing new ceiling boards and ceiling grid, new composite vinyl flooring seamless, introduction of glass wall between Server room and ISC, HVAC works and painting of walls.

Above works are detailed as follows:

Flooring Replacement

- Remove and dispose of existing carpet working with ISC team to move servers to remove all carpet.
- Remove adhesive, clear debris and level concrete slab if necessary.
- Install Van Dyck Verso #23966 according to manufacturer specification after glass partition wall is installed and walls painted.
- Install new baseboard. **Specification?**

Ceiling Grid Replacement

- Remove and dispose of existing ceiling tiles and ceiling grid.
- Provide temporary support for all devices and lights suspended from the ceiling grid.
- After all electrical equipment and mechanical equipment is installed, walls painted and glass partition wall installed, install new-level ceiling at same elevations as existing grid.
- Grid and tiles should match tiles in basement hallways.
- Place all sensor, sprinklers, and lights in the same positions, unless otherwise specified.

Painting

- Prepare all internal walls, patching holes, and smoothing imperfections to receive 3-coats of water based double velvet by Plascon, Dulux or better.

Replace Existing Wall

- Demolish and remove existing wall between server room and office space.
- When demolishing wall, construct a floor to ceiling barrier of heavy duty plastic, that is fully secured in front of servers to prevent dust collection on computer equipment.
- After flooring and ceiling is removed and walls painted, replace wall with aluminum framed wall with 6mm clear laminated and tempered glass floor to suspended ceiling height. Above the suspended ceiling the partition shall be constructed up aluminum.
- Anchor into concrete the wall frame to ceiling beam, floor, and perpendicular walls.
- If sufficiently secure and durable, a sliding door with lock shall be installed. If not, an inward swinging door shall be installed.
- Wall to include a matching aluminium door c/w lock opening into the Server Room. (Manufacture and installation of wall must be sub-contracted to Botswana.)

- Provide a durable door stopper to existing main door that limits how far the door can open to prevent damage to glass partition.

Replace Door Out of Server Room

- Remove door from server room to hallway and concrete to ceiling beam.
- Construct a solid block wall in place.
- Coordinate with embassy electricians to install in place an electrical panel board and any require conduit.

Ventilation System Replacement/Repair

- The ventilation system feeding the office has been disconnected and abandoned in place. Remove and replace, tapping into fresh air utilizing insulated rigid galvanized duct 200mmx200mm (complete with balancing damper) from existing eastern FA main. FA to terminate into a plenum box with 600x600mm ceiling swirl diffuser by Trox.

Contract Administration

1. The Contractor shall not conduct any work that is beyond this Statement of Work unless directed in writing by the Contracting Officer [CO]. Any work done by the Contractor beyond this SOW without direction from the CO will be at the Contractor's own risk and at no cost to the U.S. Embassy.
2. The U.S. Embassy has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The U.S. Embassy may perform quality assurance inspections [QAI] and to confirm the work is being performed according to the Statement of Work.
3. The Contractor should allow in his offer for work over the weekend and also extended time beyond the normal statutory work hours. Further the Contractor should note that his personnel doing daily access into the Chancery will be subject to routine security checks which can amount to delays. This is to be accordingly factored into the contractor's final offer.

Responsibility of the Contractor

1. The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its construction and other services.
2. The Contractor is responsible for safety and shall comply with all local labor laws, building regulations, customs and practices pertaining to labor, safety and any similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the Project Engineer.

Contractor's Proposal

The Contractor shall indicate in his response the proposed **contract cost** inclusive of applicable taxes along with proposed **contract duration**.

SITE VISIT

Interested responsible parties are invited for a walk-through site visit on **March 10, 2016 at 10:00 am**. Respondents are urged and expected to inspect the site where works are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award. If further visit is required after the initial site visit, such may only be undertaken by appointment with the Project Manager. Any clarification on the RFP is to be forwarded to Mr. Cameron Schow - Project Manager at: 373-2465 or 71426541 and email Schowjc@state.gov

Proposals must be hand delivered in a sealed envelope clearly labeled on or before March 24, 2016:

ISC Renovations
American Embassy
Plot 8847/8/9
Government Enclave

Alternatively, the proposal may be sent by e-mail to: gabsprocurement@state.gov and copied to Schowjc@state.gov