

Date: August 8, 2016

SUBJECT: Request for Quotations (RFQ) – supply and deliver of new kitchen catering and refrigeration equipment to the cafeteria kitchen at CDC Gaborone West, Phase 1 plot 14818, Lebatlane Road.

Dear Prospective Quoter:

The Embassy of the United States of America in Gaborone, Botswana has a requirement for a contractor to: – supply and deliver of new kitchen catering and refrigeration equipment to the cafeteria kitchen at CDC Gaborone West, Phase 1 plot 14818, Lebatlane Road.

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.

A mandatory site visit is strongly encouraged through submitting full names of company representatives to ycg4@cdc.gov and also mobile number for directions if needed - +267-71337871 and a free site visit is scheduled for Friday August 12, 2016. The names should be provided well in advance and any names received after 2:00 PM Thursday August 11, 2016 will not be accepted due to security clearance requirements.

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

Further details of this project are on the second page.

Your quotation must be hand delivered to the US Embassy in Gaborone or emailed to the below e-mail address on or before **August 18th, 2016 at 2:00 PM.** GABprocurement@state.gov marked as follows:

**Att. GSO-Procurement
US Embassy CDC Cafeteria Kitchen - proposal
USA Embassy Gaborone
Government Enclave, Embassy Drive
Gaborone, Botswana**

STATEMENT OF WORK (SOW): SUPPLY AND INSTALLATION OF KITCHEN CATERING AND REFRIGERATION EQUIPMENT AT CDC GABORONE WEST

Requirement:

The Contractor shall provide all scheduling, work labor, materials and workmanship to supply and deliver of new kitchen catering and refrigeration equipment to the cafeteria kitchen at CDC Head Office - Gaborone West, Phase 1 plot 14818, Lebatlane Road. New equipment shall be fit for the purpose for which they are intended. New equipment shall have the ability to be locally maintained and have parts for repair available in the local market. Vendors shall take cognizance of power availability and reticulation at the cafeteria to determine the power loads which are allowable for the equipment.

Bill of Quantity:

- 1 No. Dishwasher
- 1 No. 3 Door industrial freezer
- 1 No. 2 Door industrial freezer
- 1 No. Fryer
- 1 No. 6 burner gas stove
- 1 No. under counter fridge
- 1 No. 3 tray warmer
- 1 No. over counter 6 tray miniature warmer

The contractor's price proposal shall be based on a site visit to examine each of the kitchen facilities.

Price Proposal with Submittals: The Contractor shall provide a catalog cut/submittal for review with their price proposal. The contractor must visit the site and validate the requirement before submitting a proposal.

Submittals: The Contractor shall provide submittals of all proposed materials and equipment. All materials and equipment shall meet the requirements outlined in the Scope of Work, Drawings, and specifications.

Commissioning: The Contractor shall ensure through testing (in accordance with the Manufacturer's guidance) that all systems are functioning properly prior to system turn over/acceptance to/by the user.