

September 5, 2014

Dear Prospective Offeror/Quoter:

The American Embassy Sofia, Bulgaria, has a requirement for a contractor to provide testing and maintenance for the fire alarm system at the U.S. Embassy building. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

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 RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by September 15, 2014. Oral quotations will not be accepted.

Sincerely,

David McKay  
Contracting Officer

Enclosure:

As Stated.

<b>REQUEST FOR QUOTATIONS</b>  <i>(THIS IS NOT AN ORDER)</i>	THIS RFQ [ ] IS [x] IS NOT A SMALL BUSINESS-  SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE <b>1</b>	OF <b>1</b>	PAGES <b>13</b>
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1. REQUEST NO. <b>PR3243993</b>	2. DATE ISSUED <b>9/05/2014</b>	3. REQUISITION/PURCHASE REQUEST NO. <b>PR3243993</b>	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. <b>1</b>	RATING
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5A. ISSUED BY <b>Embassy of USA, General Services Office, #16 Kozyak Street, Sofia 1408, Bulgaria</b>	6. DELIVER BY (Date) <b>September 15, 2014</b>
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY <b>X</b> FOB DESTINATION      OTHER (See Schedule)	
NAME <b>David McKay</b>	TELEPHONE NUMBER	AREA CODE <b>359 2</b>	NUMBER <b>9395639</b>

8. TO:	9. DESTINATION
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a. NAME	b. COMPANY	a. NAME OF CONSIGNEE <b>Embassy of USA, General Services Office</b>
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c. STREET ADDRESS	b. STREET ADDRESS <b>#16 Kozyak Street</b>
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d. CITY	e. STATE	f. ZIP CODE	c. CITY <b>Sofia, Bulgaria</b>
			d. STATE      e. ZIP CODE <b>1408</b>

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>September 15, 2014</b>	<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
<b>1</b>	<b>Testing and maintenance for the fire alarm system at the U.S. Embassy in Sofia/Bulgaria.</b>	<b>1</b>	<b>AL</b>		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS
				NUMBER      %

NOTE: Additional provisions and representations [X] are [ ] are not attached.

FAR 52.212-1, Instructions to Offerors — Commercial Items is incorporated by reference.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER			
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
					NUMBER	

**STATEMENT OF WORK  
FOR  
FIRE ALARM SYSTEM TESTING & MAINTENANCE  
US EMBASSY SOFIA, Bulgaria, Europe**

**CONTENTS:**

- 1.0 Introduction
  
- 2.0 Objectives
  
- 3.0 General Requirements
  
- 4.0 Specific Requirements
  
- 5.0 ACOR and POC
  
- 6.0 Price Proposal
  
- 7.0 Security Clearances
  
- 8.0 Payments
  
- 9.0 Attachments

## 1.0 INTRODUCTION

- 1.1 The United States Department of State (DOS) requires services to provide testing and maintenance for the fire alarm system at the U.S. Embassy in Sofia/Bulgaria.
- 1.2 Work on the fire alarm system must be completed in accordance with the following:  
     OBO Specification 13851  
     NFPA Code 72, 2007 Edition
- 1.3 The Embassy compound, located at Kozyak Street #16, including Chancery, Warehouse and Marine House, is protected by an existing fire detection alarm system. The building fire detection/alarm system is a Siemens MXL system for the non-classified access area (non-CAA) and CP-35 control panel for the classified access area (CAA). The system includes the following building interfaces: (HVAC shutdown, elevator recall, smoke control, fire doors, etc).

Property ID	Office Type	LOCATION
X-5001	Chancery	CAA & non-CAA
X-5002	WHE	Non-CAA
X-5003	MSGQ	Non-CAA

## 2.0 OBJECTIVES

- 2.1 The purpose of this scope of work is to define the requirements for the scheduled testing of fire alarm system devices (smoke detectors, pull stations, flow switches, etc) within the chancery and its connected buildings. The intent of this order is to fully maintain the proper working order of the fire alarm system over its expected lifespan. Work shall be done in accordance with the project SOW, specifications and be compliant with referenced codes.
- 2.2 Identify worn parts for replacement.
- 2.3 The system shall be kept in conformance with NFPA 72 and the original (or approved replacement) sequence of operations.

## 3.0 GENERAL REQUIREMENTS

- 3.1 The Contractor shall provide all repair services necessary to meet objectives shown in 2.0 above.
- 3.2 All parts and materials will be government furnished equipment (GFE).
- 3.3 Government POC at post will provide the following tools at the work-site:  
     a) Replacement parts  
     b) Maintenance manuals and system documentation.
- 3.4 Contractor is expected to provide all specialty tools; laptop computer, hardware, various materials (test smoke, heat gun, etc).
- 3.5 The contractor shall be responsible for removal and replacement of all ceiling tiles affected by the work. Contractor shall dispose of any excess materials or other construction debris.
- 3.6 Qualified Installer. Contractor personnel conducting fire alarm system work and/or testing shall be qualified and experienced in accordance with Table 10.4.4, *Testing Frequencies* of NFPA 72, *National Fire Alarm Code*.

- 3.7 Acceptance of Work. The Contractor shall provide certification that work was approved and accepted by the POC at post. The Contractor shall fill out the work order completion form (Attachment C) showing work was completed as required in section 3.0 and 4.0 of this SOW and provide the form to POC or OBO alternate. The contractor must submit validation that work was completed satisfactorily with request for payment.
- 3.8 The Contractor shall coordinate all work and testing of systems with the POC at post.
- 3.9 Contractor shall provide security information to Post representative for access and escort requirements. Information shall be provided at least 14 days prior to work.
- a) Company name and names of workers
  - b) Dates of scheduled work.
  - c) Level of clearance.
  - d) Name of Company for third party contractors.
  - e) State whether laptop, digital cameras or other electronics is needed for the task.
- 3.10 Provide a written test report (in English) to the Post Facilities manager containing the following:
- a) System information (make, model, all device types)
  - b) Pass/Fail for each feature and type of component tested. If a device fails, note device type, address and location within Post.
  - c) Any comments on system (or device) condition as pertains to service life and dependability.
  - d) Full printout of test from system printer.

#### 4.0 SPECIFIC REQUIREMENTS

Unless noted otherwise, all devices are to be tested annually.

- 4.1 Smoke Detectors:
- a) All detectors shall be tested with a listed spray test smoke.
  - b) All detectors shall be tested in all areas accessible to the contractor.
  - c) Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).
- 4.2 Heat Detector:
- a) All *restorable* heat detectors shall be tested utilizing a heat gun (on low setting) or a hair dryer.
  - b) Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).
  - c) Non-restorable heat detectors SHALL NOT be tested using a heat source.
- 4.3 Pull Station:
- a) All pull stations shall be tested and re-set.
  - b) Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).
- 4.4 Beam Detector (in building so equipped):
- a) The beam detector shall be tested using the manufacturer's obscuration screen or equivalent.
  - b) Test detector for total blockage of beam (trouble).
- 4.5 Flow-switch (building equipped with sprinklers only):
- a) The Contractor shall activate each flow switch utilizing the inspector's test valve.
  - b) Time delay of alarm activation shall not exceed 90 seconds.
- 4.6 Tamper Switch (building equipped with sprinklers only):
- a) Each system valve tamper switch shall be tested by partially closing the valve to initiate a tamper signal, locking in the nearby monitor module.
- 4.7 Dry Valve (building equipped with sprinklers only):
- a) Test pressure switch using the inspectors test located on valve.
- 4.8 System Checks:
- a) Verify receipt of fire signal to central station monitoring facility (in Post so equipped).
  - b) Building Interfaces: HVAC shutdown, elevator recall, smoke evac, fire partition, door locks,
  - c) All strobes, horns and bells should operate properly, and be free from any visible tampering.

- d) Check system printer for paper and ink. Print-out of test to be included in test report.
- e) Visually check batteries for leakage or damage
- f) Disconnect battery for supervision signal
- g) Open dedicated electrical breaker for supervision signal

## 5. ACOR AND POC AT POST

- 5.1 All questions concerning the scope and requirements of the US Embassy Sofia, Bulgaria shall be directed to the ACOR (see below):

ACOR
Roumen Pavlov
<a href="mailto:pavlovr@state.gov">pavlovr@state.gov</a>
Facility Engineer
Telephone # +35929395674

- 5.2 The Point of Contact (POC) will be the contractor's contact at the U.S. Embassy. The POC will assist and direct the contractor when scheduling work, obtaining approved local supplies, and liaison with Embassy personnel during the course of the Project. All questions concerning coordination of installation activities while at post shall be directed to the POC (see below):

POC at Post
Kevin Sessink
<a href="mailto:sessinkr@state.gov">sessinkr@state.gov</a>
Facility Manager (FM)
Telephone # +3592935682

## 6.0 PRICE PROPOSAL

- 6.1 The contractor shall submit to the Contracting Officer a price proposal for the project. The cost shall be reimbursable for per diem and transportation based on actual costs submitted by the Contractor. Remaining costs shall be Firm Fixed Price. Site visit date will be established in the letter request for the site visit. The price proposal shall include amounts for the following:
- a) The required number of labor hours by labor classification and labor rates.
  - b) Travel, lodging and per diem rates in accordance with the Federal Travel Regulations/Joint Travel Regulation, and other similar costs.
  - c) Airfare costs.
  - d) Cost loading.
  - e) Total proposed price.
- 6.2 Contractor shall provide a project schedule showing (at minimum) start/completion dates for the project.

**7.0. SECURITY CLEARANCES**

7.1 Work within the CAA (and other areas as designated by the RSO) must be performed by cleared American workers having Top Secret security clearances.

**8.0 PAYMENTS**

8.1 The Contractor shall receive payments per the basic contract.

8.2 The contractor must provide the completed form showing work was accepted by post, with the invoice.

**9.0. ATTACHMENTS**

9.1 The following attachments are provided for the Contractor:

- A. Siemens MXL Preventive Maintenance Manual
- B. OBO Specification 13851A dated 07/03.
- C. Work order completion form

END OF STATEMENT OF WORK

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY  
OVERSEAS CONTRACTING ACTIVITIES  
(Current thru FAC 2005-55)**

**COMMERCIAL ITEMS**

**FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

This purchase order or BPA 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 this address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items  (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	Feb 2012
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.225-25	Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran – Representation and Certification (applies to acquisitions above the micropurchase threshold)	NOV 2011
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

**52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (MAY 2012)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).  
(applies for all orders)

\_\_\_\_ Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

*(Alternate I (AUG 2007) [if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees])*

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

<b>Clause Number and Title</b>	
(1)	52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
(2)	52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).
(3)	[Reserved].
(4)	52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (FEB 2012) (Pub. L. 109-282) (31 U.S.C. 6101 note).
(5)	[Reserved].
(6)	52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (DEC 2010) (31 U.S.C. 6101 note).
(7)	52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (FEB 2012) (41 U.S.C. 2313).
(8) – (26)	[Reserved].

	(27) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (MAR 2012) (E.O. 13126).
X	(28) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
X	(29) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
	(30) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).
X	(31) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
	(32) 52.222-37, Employment Reports Veterans (SEP 2010) (38 U.S.C. 4212).
	(33) – (37) [Reserved].
X	(38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (AUG 2011) (E.O. 13513).
	(39) – (40) [Reserved].
	(41) 52.225-5, Trade Agreements (MAY 2012) (19 U.S.C. 2501, <i>et seq.</i> , 19 U.S.C. 3301 note).
	(42) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
	(43) – (46) [Reserved].
X	(47) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
	(48) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
	(49) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).
	(50) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
	(51)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).
	(ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

<b>Clause Number and Title</b>	
	(1) – (6) [Reserved].
	(7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 110-247).
	(8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) *[This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.]* Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down

shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (JAN 2011) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) [Reserved]

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) [Reserved].

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

\_\_\_ Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) – (xii) [Reserved].

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): “(c) The current rate under the Department of State contract is \$4.00 per \$100 of employee compensation for services.”	JUN 2006
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department	APR 2004

	of State facility)	
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is the <b>Facility Manager</b> "	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

**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> .

(End of clause)

**FAR 52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (FEB 2012), IS INCORPORATED BY REFERENCE.**

**ADDENDUM TO 52.212-1**

- A. Summary of instructions. Each offer must consist of the following:
- A.1. A completed solicitation, in which the SF-18 cover page (blocks 8 and 11-16 as appropriate).
- A.2. Information demonstrating the offeror's/quoter'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/quoter 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/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;

**EVALUATION FACTORS**

- Award will be made to the lowest priced, acceptable, responsible offeror.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ to include the technical information required by the Addendum to 52.212-1 above.
- The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:
  - adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them;
  - necessary equipment and facilities or the ability to obtain them; and
  - be otherwise qualified and eligible to receive an award under applicable laws and regulations.