



*Embassy of the United States of America  
Phnom Penh, Cambodia*

June 28, 2012

General Services Office  
#1, Street 96,  
Phnom Penh, Cambodia  
Tel: 023 728 000  
Fax: 023 728 400

Dear Prospective Offerors:

SUBJECT: Solicitation SCB600-12-Q-0014 – Request for Quotation for “Maintenance Service of three Elevators in the U.S. Embassy in Phnom Penh.”

The American Embassy Phnom Penh invites you to submit a quotation for “Maintenance Service of three Elevators in the U.S. Embassy in Phnom Penh”:

Description	Unit	Qty
Maintenance Services of 3 Elevators (Attachment A: detailed scope of work)	Year	5

Your quotation must be submitted in a sealed envelope marked "Quotation for Maintenance Services of 3 Elevators" to GSO-Procurement Section, # 1, Street 96, Phnom Penh, CAMBODIA or be sent by email to [PhnomPenhProcurement@state.gov](mailto:PhnomPenhProcurement@state.gov) on or before **4:00 PM on July 24, 2012**. No quotation will be accepted after this time.

The Embassy intends to conduct a site visit **on July 17, 2012 at 3:00-4:00 PM**. All prospective offerors are invited to attend, and please contact Oum Phin Pitou at [oump@state.gov](mailto:oump@state.gov) for the arrangement.

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

1. SF-18
2. Basic information including company profile, statement of work and technical qualifications.

Late quotation will not be accepted and evaluation method is the lowest price, technically acceptable (LPTA) method.

Direct any questions regarding this solicitation to [PhnomPenhProcurement@state.gov](mailto:PhnomPenhProcurement@state.gov) during regular business hours.

Sincerely,  
Dianne Syrvalin  
Contracting Officer

<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 1	OF 1	PAGES 5
1. REQUEST NO. <b>SCB600-12-Q-0014</b>	2. DATE ISSUED <b>June 28, 2012</b>	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING		
5A. ISSUED BY <b>American Embassy Phnom Penh</b> <b># 1, St. 96, Sangkat Wat Phnom, Phnom Penh</b>				6. DELIVER BY (Date) <b>September 16, 2012 – September 15, 2013</b>			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY			
NAME <b>Syrvalin Dianne</b> phnompenhprocurement@state.gov		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)			
		AREA CODE	NUMBER <b>023 728 000</b>				
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE <b>American Embassy Phnom Penh</b>			
c. STREET ADDRESS				b. STREET ADDRESS <b># 1, St. 96, Wat Phnom</b>			
d. CITY		e. STATE	f. ZIP CODE	c. CITY <b>Phnom Penh, Cambodia</b>			
				d. STATE	e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>July 24, 2012</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					
11. SCHEDULE (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		
1	<b>Maintenance of 3 Elevators for American Embassy Phnom Penh (September 16, 2012 – September 15, 2013, and continue through four option years)</b>  <b>Details are in subsequent pages and Attachment A - Statement of Work</b>	5	Year				
12 DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS		
					NUMBE R	%	
NOTE: Additional provisions and representations [X] are [ ] are not attached.							
13 NAME AND ADDRESS OF QUOTER				14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER							
b. STREET ADDRESS				16. SIGNER			
c. COUNTY				a. NAME (Type or print) <b>Syrvalin Dianne</b>		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE		c. TITLE (Type or print) <b>Contracting Officer</b>		AREA CODE	
						NUMBER	

STANDARD FORM 18

This RFQ includes option(s) as addressed in the schedule and applicable FAR provisions/clauses. Separate pricing is requested for the base period and each option period.

The quoted prices below cover the maintenance services of 3 elevators of the Embassy as per the Description/Statement of Work in Attachment A:

<b>Performance Period of Maintenance of 3 Elevators</b>	<b>Prices Quoted in USD</b>
Base Year (September 16, 2012 – September 15, 2013)	
Option Year 1	
Option Year 2	
Option Year 3	
Option Year 4	
<b>Total base period plus all option periods (if exercised)</b>	

### **Submission of Invoices**

Payment will be made on quarterly basis within 30 days upon receipt of invoice by Finance Office

Financial Management Officer  
# 1, St. 96, Sangkat Wat Phnom, Daun Penh  
Phnom Penh, Cambodia  
Email: PHPVoucher@state.gov

The following FAR clauses are provided in full text:

#### **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.

#### **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 5 years.

## 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:

<http://acquisition.gov/far/index.html>

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

### Attachment A Performance Work Statement

The American Embassy Phnom Penh requires the contractor to maintain three (3) elevators with specifications as follows:

Local Unit ID	GL1	PL1	PL1
Duty	Freight	Passenger	Passenger
Manufacturer	ThyssenKrupp Northern	ThyssenKrupp Northern	Schindler
Model	AP25060	AP25040	S300P MRL
Elevator Type	Hydraulic	Hydraulic	Traction
Machine Drive	Mechanical drive	Mechanical drive	Electrical Drive
Operation	Simplex	Simplex	Simplex
Group #	A	A	A
Capacity (Kg.)	1815Kg	1160Kg	1000Kg
Speed (m/s , fpm)	150FPM	150FPM	1m/s
Stops (# of floor levels)	3	3	2
Entrances (# front and rear)	3	3	2

The contractor shall:

- Examine the lift equipment regularly at one (1) month intervals or at a frequency recommended by the US Embassy Facility Manager
- Clean and adjust the various component parts of the lift equipment within the limits of site adjustment and oiling, and greasing those parts which require lubrication.
- Perform maintenance work in accordance with the manufacturer's O&M manual, as per monthly and yearly preventive maintenance check list below (appendices)
- Provide 24 hours/day, 7 day/week emergency services at the embassy's request for any urgent repairs due to break down or faulty operation of the lift equipment
- Provide after-hours emergency minor adjustment callback services
- Provide a list of parts to procure for the embassy stock for future requirement as may be determined during the repair or renovation

# Appendix I

## Monthly preventive maintenance check list

### **Section A: Motor Room**

- 1- General check motor room condition
- 2- Check Motor
- 3- Check Tacho
- 4- Check gearbox
- 5- Check break
- 6- Check Sheave and pulleys
- 7- Check Ropes
- 8- Check controller
- 9- Check over speed governor
- 10- Check safety switch
- 11- Check Hydraulic tank for leak
- 12- Check hydraulic control valve tighten if necessary
- 13- Check hose and pipe for leak
- 14- Check oil cooler level
- 15- Check and re-leveling device
- 16- Check the Alarm

### **Service Section B: Car/landing**

- 1- Check car fixtures
- 2- Check services car door
- 3- Check landing fixtures
- 4- Check service landing door**

### **Services section C: Car Top/Shaft**

- 1- Check Ropes/ tension
- 2- Check safety switch
- 3- Check car top equipment
- 4- Check car guide shoes/ Rollers
- 5- Check car shaft
- 6- Check trailing cable

### **Services Section D: Car Bottom / pit**

- 1- Check compensating ropes/ chains
- 2- Check car bottom Equipment
- 3- Check pit equipment
- 4- Check load measuring
- 5- Check car buffers
- 6- Check CWT buffers

### **Services Section E: Building Control room.**

- 1- Check Control room features