



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

April 07, 2014

General Services Office  
#1, Street 96,

Phnom Penh, Cambodia  
Tel: 023 728 000  
Fax: 023 728 400

Dear Prospective Offerors:

SUBJECT: Solicitation SCB60014Q0006 – Request for Quotation for “General Cleaning of Residences”

The U.S. Embassy Phnom Penh invites you to submit a quotation for “General Cleaning of Residences”. A detailed scope of work and estimated total of residences are in the enclosure.

Your quotation must be submitted in a sealed envelope marked "Quotation for General Cleaning of Residences" 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 April 24, 2014**. However, we urge you to submit quote as soon as possible. No quotation will be accepted after this time.

To give you a better understanding of the scope of cleaning work in the residences, you are invited to a site visit to be conducted **at 10:00 – 11:00 AM on Friday April 11, 2014**. Please provide Mr. Ouk Youra with name of person who attends no later than 11:00 AM Thursday 10 if you choose to attend the site visit. Please contact him via [OukY@state.gov](mailto:OukY@state.gov).

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

1. SF-18
2. Scope of work
3. Technical proposal and company profile including demonstration of experiences and technical capacity in the past three years.

Late quotations 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,  
Laura Quinn  
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>SCB60014Q0006</b>	2. DATE ISSUED <b>April 07, 2014</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 <i>(Date)</i> <b>To be notified by requestor</b>			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i>				7. DELIVERY			
NAME <b>Laura Quinn</b> phnompenhprocurement@state.gov		TELEPHONE NUMBER AREA CODE <b>023 728 000</b>		<input checked="" type="checkbox"/> FOB DESTINATION OTHER <i>(See Schedule)</i>			
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE <b>US Embassy Phnom Penh</b>			
c. STREET ADDRESS				b. STREET ADDRESS <b>#1, St. 96</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 <i>(Date)</i> <b>April 24, 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					
11. SCHEDULE <i>(Include applicable Federal, State and local taxes)</i>							
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
01	General Cleaning of Residences Scope of work is in attached enclosure						
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.							
13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION		
a. NAME OF QUOTER			<b>Laura Quinn</b>		16. SIGNER		
b. STREET ADDRESS							
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE		
d. CITY			e. STATE		f. ZIP CODE		
			<b>Contracting Officer</b>		AREA CODE NUMBER		

STANDARD FORM-1

## **I- Scope of Work: the General Cleaning for Entire House for Residential Make Readies**

The general scope of this solicitation is to thoroughly general clean interior and exterior of make-ready houses, including the yard inside each property compound and its sidewalk out front of house. During make-ready season, there are many make-ready houses that need to be cleaned after the completion of required make-ready or renovation work. Contractor shall provide, during the one-year term of this contract, a minimum of 100 square meters and a maximum of 15,000 square meters of the floor space for entire interior and exterior house buildings (1) and a minimum of 50 square meters and a maximum of 5,000 square meters of the areas out front of the house buildings (2) to be cleaned per the scope of work. Contract type will be indefinite delivery/indefinite quantity (IDIQ).

The cleaning work will require:

1. General cleaning for entire interior and exterior house buildings:
  - Collecting waste and disposal of rubbish to garbage bin;
  - Sweeping and vacuuming all premises, including floors, walls, ceilings, doors, door frames, windows, window frames, stairs; handrail; verandahs, decks, balconies, garage, and the other areas;
  - Cleaning and removal of stains on the glass surfaces of internal and external glass doors and windows;
  - Polishing stainless steel furniture and fixtures;
  - Vacuuming and cleaning soft furniture and hard furniture: sofas, chairs, mattresses, cabinets, tables, counters, wardrobes; closets, shelves and lamps;
  - Dusting the walls and ceilings, lighting fixtures, light switches, ceiling fans, air-conditioning indoor units (evaporators), and all hanging items;
  - Cleaning kitchen's counter, sinks, cabinets, drawers, wall mounted cabinets and outside body of home appliances;
  - Thoroughly cleaning and sanitizing all the toilets, toilet paper holders, sinks, sink counters, mirrors, medicine cabinets, bathtubs, shower stalls and towel racks; and
  - Respectively stripping, scrubbing, mopping, rinsing, vacuuming and drying the floors in order to thoroughly remove dirt and stains on the surfaces of the floors.
  
2. General cleaning the areas outside the house buildings, including yards inside the property compounds, driveways, walkways surrounding the buildings, and its sidewalks out front of houses:
  - Collecting waste and disposal of rubbish to garbage bin; and
  - Sweeping and power washing the premises;

Interested parties must demonstrate, in writing, familiarity with professional cleaning standards, especially in terms of acceptable cleanliness, hygiene, use of proper cleaning products and overall functionality and quality.

Successful bidders must demonstrate a minimum of 2 years of professional commercial cleaning work experience. The contractor is responsible for providing proper Personal Protective Equipment (PPE) including eye, head, hand, foot and breathing protection to his/her workers. ALL chemicals and cleaning products must be approved by the Facility Manager, or his designate, prior to being taken on to the property. All cleaning work must satisfy the Site Supervisor. Damage to furniture, equipment and other cleaning surfaces must be restored by the contractor at the contractor expense.

Potential contractors are required to agree to the terms of the indefinite delivery, indefinite quantity (IDIQ) contract. Proposals must specify a per residence cost of cleaning residences in the following three categories:

- Residences small than 200 gross square meters,
- Residences greater than 200 gross square meters, but less than 300 gross square meters,
- Residences larger than 300 gross square meters.

Failure to submit cost of cleaning as categorized above will disqualify bidder from consideration.

For reference, the Embassy currently has 87 residences in the above categories, as indicated below:

- Smaller than 200 gross square meters = 45
- Greater than 200, but less than 300 gross square meters = 25
- Larger than 300 gross square meters = 17

## II- Pricing Table

### Base Year, May 01 2014 – 30 April 30 2015

Size of Residences	Estimated Number of Residences	Unit Price per Residence	Total Price
Less than 200 Sqm	45		
Greater than 200 but less than 300 Sqm	25		
Larger than 300 Sqm	17		

### Option Year One, May 01 2015 – 30 April 2016

Size of Residences	Estimated Number of Residences	Unit Price per Residence	Total Price USD
Less than 200 Sqm	45		
Greater than 200 but less than 300 Sqm	25		
Larger than 300 Sqm	17		

### Option Year Two, May 01 2016 – 30 April 2017

Size of Residences	Estimated Number of Residences	Unit Price per Residence	Total Price USD
Less than 200 Sqm	45		
Greater than 200 but less than 300 Sqm	25		
Larger than 300 Sqm	17		

**Total for Base Year and 2 Option Years:** \_\_\_\_\_

### **III- Submission of Invoices**

Payment term: Invoice will be paid via EFT within 30 days upon receipt of invoices and service completion.

Invoice: Invoice should be clearly stated Task Order (TO) reference number and send to:

Financial Management Officer

# 1, St. 96, Sangkat Wat Phnom, Daun Penh

Phnom Penh, Cambodia

Email: [PHPVoucher@state.gov](mailto:PHPVoucher@state.gov)

### **IV-FAR on Option Clauses**

#### **FAR 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.

#### **FAR 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>