



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

November 18, 2014

General Services Office
#1, Street 96,

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

Dear Prospective Offerors:

SUBJECT: Solicitation SCB60015Q0003 – Request for Quotation for “Pre-paid load card for Telephone Service” for U.S Embassy Phnom Penh.

The U.S. Embassy Phnom Penh invites you to submit a quotation for “Pre-paid load card for Telephone Service” for U.S Embassy Phnom Penh. A detailed scope of work of Pre-paid card for Telephone Service is in the enclosure.

Your quotation must be submitted in sealed envelopes marked "**Quotation for “Pre-paid load card for Telephone Service” for U.S Embassy Phnom Penh**" to GSO-Procurement Section, # 1, Street 96, Phnom Penh, CAMBODIA or be sent by email to PhnomPenhProcurement@state.gov on or before **4:00 PM on December 5, 2014**.

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

1. SF-18
2. Quoted prices in the Section II - Pricing Table

Late quotations will not be accepted. Evaluation method is technically acceptable method. Direct any questions regarding this solicitation to PhnomPenhProcurement@state.gov during regular business hours.

Sincerely,

Raman C. Rebecca
Contracting Officer

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>	THIS RFQ [] IS [x] IS NOT A SMALL BUSINESS-SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 2	OF 1	PAGES 5
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1. REQUEST NO. SCB60015Q0003	2. DATE ISSUED November 18, 2014	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY American Embassy Phnom Penh # 1, St. 96, Sangkat Wat Phnom, Phnom Penh	6. DELIVER BY (Date) To be notified by the requestor
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY X FOB DESTINATION OTHER (See Schedule)
NAME Raman C. Rebecca phnompenhprocurement@state.gov	TELEPHONE NUMBER AREA CODE 023 728 000	

8. TO:	9. DESTINATION
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a. NAME	b. COMPANY US Embassy Phnom Penh
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c. STREET ADDRESS	b. STREET ADDRESS #1, St. 96
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d. CITY	e. STATE	f. ZIP CODE	c. CITY Phnom Penh, Cambodia
			d. STATE e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) December 5, 2014	IMPORTANT: 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)
01	Pre-paid load card for (approx. 130 minutes)	200 per month	pcs		
02	Pre-paid load card for (approx. 250 minutes)	20 per month	pcs		
03	Pre-paid load card for (approx. 400 minutes)	5 per month	pcs		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER %
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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	
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c. COUNTY		a. NAME (Type or print) Raman C. Rebecca	b. TELEPHONE
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d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print) Contracting Officer	AREA CODE NUMBER
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STANDARD FORM-1

I- Scope of Work: Pre-paid Load Card Services for the U.S Embassy Phnom Penh

US Embassy Phnom Penh requests service for pre-paid load card for telephone service for US Embassy staff in accordance with the following requirements:

- A). The vendor is required to send/SMS the 14 digits card (PIN) codes directly to the cell phones of the Embassy staff by the 5th of each month.
- B). The individual users’ phone number prefixes are 012, 017, 077, 078, 089, 092, 095, 011, 085, 099, and 076. The pre-paid load cards are required for a total of 208 phone numbers, and in case of change in the total numbers, the Embassy will send the update list of requirement.
- C). The Embassy will issue a monthly order to the vendor one week prior to the start of each month.
- D). Point of Contact:
 - Mr. Sovannak Dos
 - U.S. Embassy, Phnom Penh, Cambodia
 - Tel: 855-23 728 494 or 855-92-400-025
 - Email: DoSS@state.gov
- E). The Point of Contact will send the phone number list to the vendor, and will be in contact with the vendor’s POC. The list shall include phone numbers and the dollar amounts.
- F). I call your attention to the requirement of clause 52.204-13 - SYSTEM FOR AWARD MANAGEMENT (JULY 2013) in the solicitation document. The contractor must register in System for Award Management, and for registration, please follow the link: <https://www.sam.gov/portal/public/SAM/>. A quick guide indicating steps of registration can be downloaded via http://cambodia.usembassy.gov/business_opportunities.html.

II- Pricing Table

Base Year, January 01, 2015 – December 31, 2015

Service Description	Quantity of Phone Numbers	Unit Price (USD)	Total price (USD)
Pre-paid load card for (approx. 130 minutes)	200		
Pre-paid load card for (approx. 250 minutes)	20		
Pre-paid load card for (approx. 400 minutes)	5		
Grand Total			

The quantity is estimated only, and the actual quantity will be mentioned in the monthly order and list of phone numbers to be sent to the vendor on monthly basis.

Option Year One, January 01, 2016 – December 31, 2016

Service Description	Quantity of Phone Numbers	Unit Price (USD)	Total price (USD)
Pre-paid load card for (approx. 130 minutes)	200		
Pre-paid load card for (approx. 250 minutes)	20		
Pre-paid load card for (approx. 400 minutes)	5		
Grand Total			

The quantity is estimated only, and the actual quantity will be mentioned in the monthly order and list of phone numbers to be sent to the vendor on monthly basis.

Option Year Two, January 01, 2017 – December 31, 2017

Service Description	Quantity of Phone Numbers	Unit Price (USD)	Total price (USD)
Pre-paid load card for (approx. 130 minutes)	200		
Pre-paid load card for (approx. 250 minutes)	20		
Pre-paid load card for (approx. 400 minutes)	5		
Grand Total			

The quantity is estimated only, and the actual quantity will be mentioned in the monthly order and list of phone numbers to be sent to the vendor on monthly basis.

Total for Base Year and 2 Option Years: _____

III- Submission of Invoices

Send us the receipts/invoices the second week of the month for making payment. The invoices must list the telephone numbers and dollar amounts.

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

Invoice: Invoice should be clearly stated the contract reference number and sent to:
Financial Management Officer
1, St. 96, Sangkat Wat Phnom, Daun Penh
Phnom Penh, Cambodia
Email: 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 3 Years.

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

This purchase order 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>