



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

December 31, 2014

General Services Office  
#1, Street 96,

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

Dear Prospective Offerors:

SUBJECT: Solicitation SCB60015Q0005 – Request for Quotation for “Vehicle Insurance” for U.S. Embassy Phnom Penh.

The U.S. Embassy Phnom Penh invites you to submit a quotation for “Vehicle Insurance.” A detailed scope of work is in the enclosure.

Your quotation must be submitted in a sealed envelope marked **"Quotation for Vehicle Insurance"** 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 January 20, 2015**.

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

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

Late quotations will not be accepted. Evaluation method is technically acceptable and lowest price method. Direct any questions regarding this solicitation to [PhnomPenhProcurement@state.gov](mailto:PhnomPenhProcurement@state.gov) during regular business hours.

Sincerely,

**Rebecca C. Raman**  
General Services 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 2	OF   	PAGES 10
1. REQUEST NO. <b>SCB60015Q0005</b>	2. DATE ISSUED <b>December 31, 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 # 1, St. 96, Sangkat Wat Phnom, Phnom Penh</b>				6. DELIVER BY (Date) <b>To be notified by the requestor</b>			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY			
NAME <b>Rebecca C. Raman</b> <a href="mailto:phnompenhprocurement@state.gov">phnompenhprocurement@state.gov</a>		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>U.S. 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 (Date) <b>January 20, 2015</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)	
	Vehicle Insurance, Third Party Liability TPL including Policy Benefits.  See attached Scope of Work for more details.		1	Lot			
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>Rebecca C. Raman</b>		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print) <b>General Services Officer</b>		AREA CODE		
					NUMBER		

STANDARD FORM-1

## I- Scope of work: U.S. Embassy Vehicle Insurance Policies

The U.S. Embassy requests bids to provide vehicle insurance including premium cost rates – Third Party Liability (TPL) insurance, including Administrative Fees.

TPL insurance must meet the following minim requirements:

- This insurance is not meant to provide a direct benefit to the U.S. government or its employees in an accident. Rather, it is intended to benefit THIRD PARTY individuals who incur damage as a result of an accident. If the Embassy is at fault in an accident, such insurance should cover injuries and/or property damage incurred by the other party that is not at fault;
- Provide detail the policy and benefits of the TPL;
- Provide additional terms to adjust policy benefits for new incoming vehicles during the policy period.
- The rates quoted below shall apply to the approximately 100 privately-owned vehicles of American Officers, who will make payment direct to the award winner if he or she personally chooses to purchase insurance through the awardee.

**A). Location:** U.S. Embassy, Phnom Penh, Cambodia

**B). U.S. Vehicle type (official vehicles):** Approximately 64 motor vehicles including sedans, SUVs and vans, 18 motorcycles, and 2 motorbikes with trailers (tuk tuks):

### C). Point of Contact

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

## II- Pricing Table

**Base Year, January 25, 2015 – January 24, 2016**

Service Description	Quantity*	Unit Price (USD)	Total price (USD)
TPL Motor Vehicle	64		
TPL Motorbike	18		

TPL Motorbike with Trailer (TUK TUK)	2		
<b>Grand Total</b>			

\*These quantities are estimates only. The actual quantities will be specified in task orders.

**Option Year One, January 25, 2016 – January 24, 2017**

<b>Service Description</b>	<b>Quantity*</b>	<b>Unit Price (USD)</b>	<b>Total price (USD)</b>
TPL Motor Vehicle	64		
TPL Motorbike	18		
TPL Automotive Vehicle	2		
<b>Grand Total</b>			

\*These quantities are estimates only. The actual quantities will be specified in task orders.

**Option Year Two, January 25, 2017 – January 24, 2018**

<b>Service Description</b>	<b>Quantity*</b>	<b>Unit Price (USD)</b>	<b>Total price (USD)</b>
TPL Motor Vehicle	64		
TPL Motorbike	18		
TPL Automotive Vehicle	2		
<b>Grand Total</b>			

\*These quantities are estimates only. The actual quantities will be specified in task orders.

**Option Year Three, January 25, 2018 – January 24, 2019**

<b>Service Description</b>	<b>Quantity*</b>	<b>Unit Price (USD)</b>	<b>Total price (USD)</b>
TPL Motor Vehicle	64		
TPL Motorbike	18		

TPL Automotive Vehicle	2		
<b>Grand Total</b>			

\*These quantities are estimates only. The actual quantities will be specified in task orders.

**Option Year Four, January 25, 2019 – January 24, 2020**

<b>Service Description</b>	<b>Quantity*</b>	<b>Unit Price (USD)</b>	<b>Total price (USD)</b>
TPL Motor Vehicle	64		
TPL Motorbike	18		
TPL Automotive Vehicle	2		
<b>Grand Total</b>			

\*These quantities are estimates only. The actual quantities will be specified in task orders.

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

**III.** I call your attention to clause 52.204-13 - SYSTEM FOR AWARD MANAGEMENT (JULY 2013) in the solicitation document. Bidders must register in the System for Award Management at: <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](http://cambodia.usembassy.gov/business_opportunities.html).

**IV. Submission of Invoices**

Invoices shall be submitted upon complete delivery and inspection of each task order, and must include an itemized list of services (Vehicle Insurance Policies, Stickers...) provided.

**Payment terms:** Invoices will be paid via EFT within 30 days upon receipt and service completion.

**Invoice:** Invoice should clearly indicate the contract reference number and be sent to:

Financial Management Officer  
 # 1, St. 96, Sangkat Wat Phnom, Daun Penh

Phnom Penh, Cambodia  
Email: [PHPVoucher@state.gov](mailto:PHPVoucher@state.gov)

**V. 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 solicitation 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. The full text of clauses may be accessed electronically at this address:

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