



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

December 02, 2014

General Services Office
#1, Street 96,

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

Dear Prospective Offerors:

SUBJECT: Solicitation SCB60015Q0004 – Request for Quotation for “Temporary Accommodation Apartments” for U.S. Embassy Phnom Penh.

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

Your quotation must be submitted in a sealed envelope marked **"Quotation for "Temporary Accommodation Apartments"** 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 19, 2014**.

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 during regular business hours.

Sincerely,

Rebecca C. Raman
General Services 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
1. REQUEST NO. SCB60015Q0004	2. DATE ISSUED December 02, 2014	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING			
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			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY			
NAME Rebecca C. Raman phnompenhprocurement@state.gov		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)			
		AREA CODE	NUMBER				
			023 728 000				
8. TO:				9. DESTINATION			
a. NAME	b. COMPANY			a. NAME OF CONSIGNEE U.S. Embassy Phnom Penh			
c. STREET ADDRESS				b. STREET ADDRESS #1, St. 96			
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 19, 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					
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	Temporary Accommodation with 1 bedroom		60 - 225	nights			
02	Temporary Accommodation with 2 bedrooms		40 - 200	nights			
03	Temporary Accommodation with 3 bedrooms		20 - 100	nights			
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. STREET ADDRESS				16. SIGNER			
c. COUNTY				a. NAME (Type or print) Rebecca C. Raman		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print) General Services Officer			AREA CODE	
						NUMBER	

STANDARD FORM-1

I- Scope of Work: Temporary Accommodation Apartments

U.S. Embassy Phnom Penh requests bids for temporary accommodation apartments in Phnom Penh in accordance with the following minimum requirements:

A). Locations:

Sangkat Boeung Kaeng Kong, Khan Chamkar Morn, Sangkat Tonle Bassac, Khan Daun Penh

B). Facilities:

- Fully furnished
- Free parking
- Free cable TV and internet Wifi
- Access to swimming pool
- Access to gym
- Elevator and stairwell
- Available daily housekeeping service
- Hot water supplied to all faucets
- Fence surrounding building
- 24/7 guard service
- Reception desk
- Daily complimentary bottled drinking water
- Grocery/convenient stores/restaurants/coffee shops within a 2-3 block radius

C). Room type:

a. 1 bedroom, Space: 80-95sm:

- 1 or 1 ½ bathrooms with separate standing shower
- Living room
- Dining room
- Kitchen
- In unit laundry or complimentary laundry of 8 pieces/day
- Balcony

b. 2 bedrooms, Space: 110-135sm

- 2 or 2 ½ bathrooms with separate standing shower
- Living room
- Kitchen
- Dining room
- In unit laundry or complimentary laundry of 15 pieces/day
- Balcony & storage

c. 3 bedrooms, Space: 135-170sm

- 3 or 3 ½ bathrooms with separate standing shower
- Living room
- Kitchen
- Dining room
- In unit laundry or complimentary laundry from 15 to 20 pieces/day
- Balcony & storage

D). Point of Contact:

- Ms. Sokuntheary Ung
- U.S. Embassy, Phnom Penh, Cambodia
- Tel: 855-23 728 184
- Email: UngS@state.gov

II- Pricing Table

Base Year, January 14, 2015 – January 13, 2016

Service Description	Quantity (Min. - Max)	Unit Price (USD)	Total price (USD)
Temporary Accommodation with 1 bedroom	60 - 225 nights		
Temporary Accommodation with 2 bedrooms	40 - 200 nights		
Temporary Accommodation with 3 bedrooms	20 - 100 nights		
Grand Total			

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

Option Year One, January 14, 2016 – January 13, 2017

Service Description	Quantity (Min. - Max)	Unit Price (USD)	Total price (USD)
Temporary Accommodation with 1 bedroom	60 - 225 nights		
Temporary Accommodation with 2 bedrooms	40 - 200 nights		
Temporary Accommodation with 3 bedrooms	20 - 100 nights		
Grand Total			

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

Total for Base Year and Option Year 1: _____

* The General Services Officer plans to award up to three contracts under this solicitation.

* Minimums and maximums are based on total estimated requirements and will apply to each contract awarded.

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.

IV. Submission of Invoices

Invoices shall be submitted the second week of each month, and must include an itemized list of services 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

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 2 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>