



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

February 19, 2014

General Services Office
#1, Street 96,

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

Dear Prospective Offerors:

SUBJECT: Solicitation SCB60014Q0005 – Request for Quotation for “Annual Marble and Vinyl Floor Maintenance Service”

The U.S. Embassy Phnom Penh invites you to submit a quotation for “Annual Marble and Vinyl Floor Maintenance Service.” A detailed scope of work and estimated total square meters are in the enclosure.

Your quotation must be submitted in a sealed envelope marked "Quotation for Annual marble and vinyl floor maintenance service" 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 February 28, 2014**. However, we urge you to submit a quote as soon as possible. No quotation will be accepted after this time.

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

1. SF-18
2. Scope of work

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

Please direct any questions regarding this solicitation to PhnomPenhProcurement@state.gov during regular business hours.

Sincerely,
Dianne Syrvalin
Contracting Officer

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS-SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 1	OF 1	PAGES 3
1. REQUEST NO. SCB60014Q0005	2. DATE ISSUED February 19, 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 requestor			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)			
NAME Dianne Syrvalin phnompenhprocurement@state.gov		TELEPHONE NUMBER AREA CODE 023 728 000		American Embassy Phnom Penh # 1, St. 96, Sangkat Wat Phnom, Phnom Penh			
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE US 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) February 28, 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 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	Marble floor maintenance service		1,860	Square Meter (SQM)			
02	Vinyl floor maintenance service		1,281	Square Meter (SQM)			
		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 <input checked="" type="checkbox"/> are <input type="checkbox"/> 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			Dianne Syrvalin		16. SIGNER		
b. STREET ADDRESS							
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE		
			Dianne Syrvalin				
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE		
			Contracting Officer		NUMBER		

STANDARD FORM-1

SCB60014Q0005

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I- Scope of work:

Summary: Contractor will provide labor, chemicals and equipment to remove dirt, clean and polish the marble and vinyl floors. Methods and chemicals used will approved by the Facilities Manager or the Contracting Representative.

Access to work: Contractor may access the Chancery building thru the Service CAC.

Movement and protection of furniture and equipment: Contractor is responsible for arranging and protecting furniture and equipment. Embassy staff may assist the contractor when and where necessary. Some larger equipment may only be moved a short distance while floor maintenance is done, then the furniture and equipment will be moved back. Embassy staff will help in this effort.

Floor Surface Maintenance: Approximately **1,860** square meters of marble floor and **1,281** square meters of vinyl floor will be maintained. Contractor will respectively strip, scrub, mop, vacuum, rinse and dry the floor in order to remove dirt and stains on the surface of the marble and vinyl floor. After dirt and stains are removed, contractor will apply approved chemicals on the floor, and polish and buff the floor respectively. Any use of power tools must be approved by the Facility Manager or site supervisor.

Cleanup: Absolutely all floor maintenance work must satisfy the Facility Manager. Damage to furniture, equipment and other surfaces of the floor must be restored by the contractor.

Safety: The contractor is responsible for providing proper PPE including eye, head, hand, foot and breathing protection to his/her workers.

Insurance and protection from liability: The contractor must show proof of insurance or confirm responsibility for any damage, personal injury, supplier payment, liability or mishap that could become a financial obligation or repair cost to the US Embassy.

Working hours, toilet, escort and worker access: The contractor can work from 8 to 5 every day, including Saturday, but not Sunday without permission from the Facility Manager. Other hours or holidays must be approved by the Facility Manager. A U.S. government approved escort is required for every 5 workers. Workers' names are to be submitted one week in advance or notification of delay provided. Vehicle type and license number is to be submitted at least one day before work begins.

II- 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 Purchase Order (PO) reference number and send to:
Financial Management Officer

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

Phnom Penh, Cambodia

Email: PHPVoucher@state.gov

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>