



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

December 19, 2014

General Services Office
#1, Street 96
Phnom Penh, Cambodia
Tel: 023 728 000
Fax: 023 728 400

SUBJECT: Solicitation SCB60015Q0002 – Request for Quotation for “Media Monitoring Services for U.S Embassy Phnom Penh”

Dear Prospective Offerors:

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

Your quotation must be submitted in a sealed envelope marked "Proposal for Media Monitoring Service for U.S Embassy Phnom Penh," including both technical and pricing information, 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 Friday, January 23, 2015**.

To give you a better understanding of the scope of the media monitoring services required, you are invited to attend a pre-proposal conference **on Tuesday January 13, 2015 from 2:30pm – 4:00pm**. Please provide the name of persons wishing to attend no later than **12:00pm on Monday, January 12, 2015**, to KhuochV@state.gov.

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

1. SF-18;
2. Proposal including relevant experience; and
3. Pricing information.

Late quotations will not be accepted. Bids will be evaluated using the lowest price, technically acceptable method. Direct any questions regarding this solicitation to PhnomPenhProcurement@state.gov during regular business hours.

Sincerely,

Rebecca C. Raman
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 6
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1. REQUEST NO. SCB60015Q0001	2. DATE ISSUED December 15, 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
NAME Rebecca C. Raman phnompenhprocurement@state.gov	TELEPHONE NUMBER AREA CODE 023 728 000	<input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)

8. TO:	9. DESTINATION
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a. NAME	b. COMPANY	a. NAME OF CONSIGNEE U.S. 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) January 23, 2015	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	Media Monitoring Services (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 %
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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) Rebecca C. Raman	b. TELEPHONE
d. CITY	e. STATE	f. ZIP CODE
c. TITLE (Type or print) Contracting Officer		
		AREA CODE NUMBER

STANDARD FORM-1

Scope of Work: Media Monitoring Services for the U.S Embassy Phnom Penh

The U.S. Embassy seeks to contract a media monitoring service for Khmer language radio/TV broadcasts and online newspapers that cover issues of interest to the U.S. Embassy, with a particular focus on coverage of the U.S. Embassy, U.S. government, U.S. public officials, U.S. foreign policy, and U.S. citizens. These monitoring services will include local and international news stories, including a total of approximately 25 Khmer-language radio stations, TV stations, and online newspapers.

Summary of relevant news items must include:

- A) English translation of each headline
- B) Summary translation of relevant media content in English (approximately 5-6 lines)

The monitoring service will submit English-language summaries and full Khmer text of relevant media content twice per day. At least twice per month, and upon request, the monitoring service will provide a DVD copy of all relevant locally-produced news stories from TV broadcasts (aired version).

Bid Submission and Review

Quotes must be submitted in one sealed envelope marked: “Proposal for Media Monitoring Service for U.S Embassy Phnom Penh”, and include the following:

- Technical Proposal:

- Company profile;
- List of all relevant tools, methodologies, professional qualifications of the firm and technical competence; and
- Examples of relevant experience in media monitoring services.

- Financial Proposal:

- Price proposal should be made in lump-sum to cover all activities in the scope of work. Payment will be made on a monthly basis.
- Detailed breakdown of items/activities/services to be charged.

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 the System for Award Management prior to submitting a bid. To register, go to: <https://www.sam.gov/portal/public/SAM/>. A quick guide outlining registration steps may be downloaded via http://cambodia.usembassy.gov/business_opportunities.html.

Contract Awards

Contract will be awarded based on technical acceptability and bid price, without holding discussions; however, the U.S. Embassy reserves the right to hold discussions with bidders in the competitive range.

The U.S. Embassy will review the contractor's performance during the first six months of the base year. Continuation of the contract will be subject to performance review results and a performance discussion.

Pricing Table

This RFQ includes option(s) as addressed in the schedule and applicable FAR provisions/clauses. Separate pricing is requested for the base period and each option period.

Base Year, February 1, 2015 –March 31, 2016

Service Description	Quantity	Unit Price (USD)	Total price (USD)
Media monitoring services (Scope of work is in attached enclosure)	12 months		

Option Year One, February 1, 2016 – March 31, 2017

Service Description	Quantity	Unit Price (USD)	Total price (USD)
Media monitoring services (Scope of work is in attached enclosure)	12 months		

Option Year Two, February 1, 2017 – March 31, 2018

Service Description	Quantity	Unit Price (USD)	Total price (USD)
Media monitoring services (Scope of work is in attached enclosure)	12 months		

Total for Base Year and 2 Option Years:_____

Note: *Please provide the price proposal in lump-sum amount to cover all activities in the scope of work.*

Submission of Invoices

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

Invoices 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

FAR on Option Clauses

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. The full text of a clause may be accessed electronically at:

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

DOSAR clauses may be accessed at:

<http://www.statebuy.state.gov>

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 three years.