



*Embassy of the United States of America
General Services Office
Yaounde, Cameroon*

SCOPE OF WORK

Product/service required: Conference Room and Catering Services for National Border Security Strategy Development Workshop June 08 to June 26, 2015 in Yaounde.

The US Embassy is seeking a qualified and experienced contractor to provide the below services;

1. PURPOSE: Conference Room and Catering Services

- a. Conference Room with wifi connection, projector screen, podium, one white board stand, one flat utility table to accommodate presenter laptop and one projector, one inkjet printer w/ extra printer ink (Canon, Epson, etc.) and one set of external computer speakers. Room should be arranged in U-shape for 20 participants and large enough to accommodate interpretation equipment set for 19 days.
- b. Week 01: one coffee break, refreshment (water) and lunch for 12 participants for 5 days Monday to Friday.
- c. Week 02 and 03: one coffee break, refreshment (water) and lunch for 18 participants for 10 days.

2 Price Quote Due Date: All quotes must be submitted via email to: yaounde_procurement@state.gov. On or before June 03, 2015.

3 Contract vehicle: Open Market.

4 Set-aside restrictions? There are no set-aside restrictions for this procurement.

5 Meet or Exceed? Offers must meet or exceed requested specifications as described herein.

6 Award Type: Government Purchase Order.

7 Evaluation Factors:

- Award will be made to the lowest priced, acceptable, responsible offeror. Proposals shall include proof of prior experience.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- Quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.
- The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:
 - Adequate financial resources or the ability to obtain them;
 - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - Satisfactory record of integrity and business ethics;
 - Necessary organization, experience, and skills or the ability to obtain them;
 - Necessary equipment and facilities or the ability to obtain them; and
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations

8 Offer validity: 30 days

Applicable FAR clauses: The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

SAM Registration: Vendors must be registered in SAM (System for Award Management) to be eligible for awards with the US Government

Contracting Authority: This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.