

Vehicle cleaning RFQ

1. Scope of Work

The US Embassy Djibouti is seeking proposals from suitably qualified, responsible vendors. We intended to award an IDIQ/Purchase Order. This RFQ does not commit the US Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

The Embassy has a requirement to obtain cleaning services for the Embassy's vehicle fleet. The fleet is comprised of different types of vehicles (sedan, pick-ups, SUV, DYNA truck...). We estimate an average of 10 vehicles per week based on our current consumption. The Embassy will purchase pre-paid coupons to be exchanged for the following services:

- a. Simple Cleaning
 - i. Complete and thorough cleaning of the car bodywork with shampoo. Use wash material against the vehicle's surface to remove dirt if needed.
 - ii. Cleaning of tires and rims (without products).
 - iii. Cleaning of the inside of the vehicle (dashboard, floors mats). Vacuum any remaining dirt.
 - iv. Clean and vacuum the car trunk.
 - v. Clean all windows (both inside and outside) using a glass cleaner.
- b. Mechanic cleaning
 - i. Use cleaning pressure water pump to clean vehicle engine/chassis underneath with an anti-oxide detergent.
 - ii. Oil pulverizing to the underneath of the body

2. Ordering process

Upon issuance of a delivery order, vendor will deliver the requested number of coupons. Coupons will be exchanged for the services described above at the time of service. Coupons will have no expiration date. Coupons should be secured, serialized and display the following information:

- ❖ United States Embassy Djibouti- Official Use Only
- ❖ Simple Cleaning or Advanced Cleaning

3. Pricing instructions

Please provide the price (VAT included) per service using the below price table. Please note that this rate would apply without regard to the type of car.

Additionally, upon presentation of a United States Embassy Badge, employees will benefit from these rates for their personal cars for the period of performance of the IDIQ. Payment will be made by the employee at the time of service and shall NOT be charged to the Embassy.

	Simple Cleaning	Mechanic Cleaning
Price per car		

4. Point of contact (POC)

Please send your quotes, a sample of the coupons, along with any pertinent information at DjiboutiProcurement@state.gov. **COB NO LATER THAN 17th APRIL 2016.**