

REQUEST FOR QUOTATION

The US Embassy Santo Domingo invites you to submit a quotation for the Military Information Support Team ICS Series. If you would like to submit a quotation, follow the instructions in Section 2 and submit the proposal to the address shown on the Standard Form 1449 that follows this letter. Quotations are due April 14, 2015 at 16:00.

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. Value Added Tax (VAT) is not applicable to this contract because the U.S. Embassy has a tax exemption status with the host government.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed – MIST" to the Contracting Officer, Ms. Silje Grimstad, Embassy of the United States of America, Avenida República de Colombia #57, Altos de Arroyo Hondo, Santo Domingo, D.N. on or before 4:00pm on April 14, 2015. No quotation will be accepted after this time.

Please contact Michael Enciso, 829-679-4182 for any questions regarding this solicitation.

Below please find a detailed description of required services and instructions for the presentation/formatting of proposals.

SECTION 1: PERFORMANCE WORK STATEMENT

General Requirements

The Contractor shall include all planning, administration, and management necessary to ensure that all services comply with the contract, schedules and instructions of the Contracting Officer Representative, and all applicable laws and regulations. The Contractor shall meet all of the standards of performance identified in the contract. The Contractor shall perform all related support functions such as supply, quality control, financial oversight, and maintenance of complete records and files.

Quality Control

The contractor shall develop and maintain an effective quality control (QC) program to ensure services are performed in accordance with this performance work statement. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QC program is the means by which he assures himself that his work complies with the requirement of the contract. The Quality Control Plan (QCP) shall be delivered within two weeks after contract award. The QCP for radio will include a monthly report of dates and times that the messages were

broadcasted. After acceptance of the QCP the contractor shall receive the contracting officer's representative acceptance in writing of any proposed change to his QC system.

Quality Assurance

The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

Specific Requirements

Proposals should be divided into four parts, as follows:

1. Billboard

Scope: The contractor shall provide two (2) full sized (no smaller than 6ftX10ft) and illuminated billboards clearly visible to both directions of vehicular traffic at the northern and southern entrance/exit to Barahona on route 44. The contractor shall coordinate for the refinement of concepts with graphic illustrators, the printing of the advertisement product, and all materials and labor necessary to display the billboard advertisement to include maintenance for full period of contract.

Period of Performance: The contractor will provide billboard advertisement continuously from 15 May, 2015 until 15 July, 2015.

Tasks: The contractor shall refine the design of billboard content, provide high resolution photographs that accomplish the concept of the billboard, coordinate for billboard space, print all billboard advertisement, ensure proper lighting and visibility of product, repair any damage to the product in the event of natural disaster or man-made damage (repairs will return the product to the same quality as prior to damage), make necessary changes to the product in the event it does not fulfill the standards stated in this PWS, maintain the billboard and any vegetation or other obscuration that would detract from the visibility of the product, change the location of the product in the event that the billboard becomes obscured by a condition that cannot be remedied by the contractor, remove the product at the conclusion of the contract, and destroy product after the completion of terms of contract.

2. Print Services

Scope: The contractor shall provide four hundred (400) durable, weather resistant, double sided, full color, ranging from 5.5inX8.5 to 6inX7in (sizes are flexible), matte, cardstock handbills; four hundred (400) 2inX3.5in,durable, weather proof, double sided, full color, glossy, plasticized, cardstock handbills; and ninety (90) durable, weather resistant, full color, ranging from 17inX22in to 18inX24in (sizes are flexible), glossy posters.

Description	QTY	Unit	Suspense
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Handbill (5.5inX8.5 to 6inX7in)	400	Ea.	7 days after award of contract
Posters (17inX22in to 18inX24in)	90	Ea.	7 days after award of contract
Handbills (2inX3.5in)	400	Ea.	7 days after award of contract

Period of Performance: The contractor will provide print services from the time of contract until the delivery of printed products in accordance with this PWS which will not exceed 7 days after the award of the contract.

Tasks: The contractor shall refine product concepts utilizing graphic illustrators to create finished products, coordinate for materials, print all products, provide a reasonable time for pickup of printed products, and make necessary changes to the products in the event they do not fulfill the standards stated in this PWS.

3. Radio Services

Scope: The contractor shall provide five (5) high definition, produced, 45 second audio advertisement to be voiced by Juan Carlos Porcella Executive Director of the Dominican Naval Auxillary, and disseminate the produced audio advertisement via radio on FM frequencies reaching Barahona and Pedernales, 5 times, between the hours of 0600 and 1000, every weekday for the duration of the contract. The contractor shall coordinate for the recording and production of the advertisement product and all materials and labor necessary to broadcast the radio advertisement for full period of contract.

Period of Performance: The contractor will complete production of audio advertisement within 14 days of award of contract and broadcast the product 5 times, between the hours of 0600 and 1000, every weekday from 15 May, 2015 until 15 July, 2015.

Tasks: The contractor shall coordinate for recording equipment, record the audio advertisement, edit the audio advertisement, make necessary changes to the product in the event it does not fulfill the standards stated in this PWS, transfer the audio advertisement onto whatever transferrable medium that maintains the highest quality of product, transport the audio advertisement to the broadcast facility, coordinate for broadcast of audio advertisement, ensure the product is broadcasted in accordance with the times specified in this PWS, change the frequencies of broadcast in the event that any of the requested radio stations change frequency or for any other reason become an undesirable broadcasting station, and remove the product from the broadcasting station at the conclusion of the contract.

4. T-Shirts and Hats

Scope: The contractor shall provide four hundred (400) long sleeve T-shirts and (400) Hats. They will be bright yellow long sleeve shirts and orange hats (hat color is negotiable). T-shirts will have a Fishermen's logo on the left breast, and "PESCADOR" in bold black lettering on the right sleeve of the shirt. 1inX1in U.S.A. AND D.R. flags will be 1 inch below the collar line, centered, and evenly spaced; the DOM Navy logo will be centered occupying 40% of the back of the shirt. A Fishermen's logo on the front and center of the hat, and 1inX1in rectangular U.S.A. and D.R. flags on the back of the hat. All logos will be in full color.

Description	QTY	Unit	Suspense
T-Shirts (Large)	400	Ea.	Within 20 days after award of contract
Hats (One Size)	400	Ea.	Within 20 days after award of contract

Period of Performance: The contractor will provide services from the time of contract until the delivery of products in accordance with this PWS which will not exceed 20 days after the award of the contract.

Tasks: The contractor shall coordinate for materials, print all products, provide a reasonable time for pickup of printed products, and make necessary changes to the products in the event they do not fulfill the standards stated in this PWS.

SECTION 2: SOLICITATION PROVISIONS

Each offer must consist of the following:

1. Information demonstrating the offeror's/quoter's ability to perform, including:

- (1) Name and resume of a Project Manager/Supervisor who understands written and spoken English and names and resumes of other specialized personnel who will be working on the project;
- (2) Evidence that the offeror/quoter operates an established business with a permanent address, telephone listing, and RNC (Dominican tax identification number);

(3) List of clients over the past five years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone numbers and email addresses). If the offeror has not performed comparable services in the Dominican Republic, then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:

- Quality of services provided under the contract;
- Compliance with contract terms and conditions;
- Effectiveness of management;
- Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
- Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

(4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;

To include:

- a. Two annual income statements
- b. Evidence of a credit line(s) with banks, financial institutions, supplies, et cetera
- c. List of personnel
- d. List of company-owned equipment, including information on type, quantity and condition.

(5) The offeror's strategic plan for services to include but not be limited to:

1. A full description of the methodology you intend to use.
2. A project timeline.
3. A plan for completing all work elements in the Performance Work Statement, including:
 - a. How the offeror intends to meet each requirement.

