



Embassy of the United States of America

GSO/Procurement Office

Antiguo Cuscatlán, August 17, 2015.

To: Prospective Quoters

Subject: Request for Proposal No. S- ES60015Q0074

The Embassy of the United States of America has a requirement for a contractor to present a quotation to provide placement services for **CONFERENCE ROOM SERVICES FOR CIUDAD DELGADO/APOPA/SS TRAININGS**, as per described in Attachment A.

The Request for Proposal (RFP) consists of the following sections:

1. Standard Form SF-18
2. Attachment A - Specifications
3. Late quotation rules and evaluation method

The Embassy plans to award a Purchase Order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFP does not commit the American Embassy to make any award. The Embassy may cancel this RFP or any part of it.

Please read the RFP carefully and if you are interested, submit your quotation via e-mail to RengifoJM@state.gov including the completed SF-18 by on or before 11:00 on Monday, August 31, 2015. No oral quotations will be accepted.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott McDow". The signature is stylized with a long horizontal stroke extending to the right.

Scott McDow
Contracting Officer

Enclosure:

As Stated

| | | | | | | |
|--|--|--|--|------------------|----------------|--------------------|
| 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 10 |
|--|--|--|--|------------------|----------------|--------------------|

| | | | | |
|--|-------------------------------------|------------------------------------|--|--------|
| 1. REQUEST NO S-ES60015Q0074 | 2. DATE ISSUED 08/17/2015 | 3. REQUISITION PURCHASE REQUEST NO | 4. CERT FOR NAT. DEF UNDER BDSA REG. 2 AND/OR DMS REG. 1 | RATING |
|--|-------------------------------------|------------------------------------|--|--------|

| | |
|---|----------------------|
| 5A. ISSUED BY General Services Office, American Embassy San Salvador | 6. DELIVER BY (Date) |
|---|----------------------|

| | | | |
|---|------------------|----------------------------|---|
| 5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) | | 7. DELIVERY | |
| NAME Janina M. de Rengifo | TELEPHONE NUMBER | | X FOB DESTINATION OTHER (See Schedule) |
| | AREA CODE | NUMBER 2501-2462 | |

| | | | |
|-------------------|------------|--|---|
| 8. TO: | | 9. DESTINATION | |
| a. NAME | b. COMPANY | | a. NAME OF CONSIGNE American Embassy San Salvador |
| c. STREET ADDRESS | | b. STREET ADDRESS Final Blvd. Santa Elena, Antiguo Cuscatlan | |
| d. CITY | e. STATE | f. ZIP CODE | c. CITY La Libertad |
| | | d. STATE | e. ZIP CODE |

| | |
|---|---|
| 10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) Monday, August 31, 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 |
|---|---|

11. SCHEDULE (Include applicable Federal, State and local taxes)

| ITEM NO (a) | SUPPLIES/SERVICES (b) | QTY (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) |
|----------------|---|------------|-------------|-------------------|---------------|
| 1 | CONFERENCE ROOM SERVICES FOR CIUDAD DELGADO/APOPA/SS TRAININGS AS PER ATTACHMENT A | 1 | Lump Sum | | |

| | | | | | |
|---------------------------------|--------------------------|--------------------------|--------------------------|------------------|---|
| 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 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 | | |
| c. COUNTY | | a. NAME (Type or print) | | b. TELEPHONE |
| d. CITY | e. STATE | f. ZIP CODE | c. TITLE (Type or print) | |
| | | | | AREA CODE |
| | | | | NUMBER |

EVALUATION CRITERIA

Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price.

The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ. The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- 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
- otherwise qualified and eligible to receive an award under applicable laws

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES (Current thru FAC 2005-25)

COMMERCIAL ITEMS

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://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

| | |
|---|--|
| x | (17) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (AUG 2007) (E.O. 13126). <i>[Check if order is for supplies and exceeds the micro-purchase threshold]</i> |
| | (18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i> |
| | (19) 52.222-26, Equal Opportunity (FEB 2008) (E.O. 11246). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i> |
| | (20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if the following apply: for supplies, the order exceeds \$100,000 and is awarded to a U.S. firm. For services, the order exceeds \$100,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i> |
| | (21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i> |
| | (22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if you have included the clause 52.222-35]</i> |
| | (23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201) <i>[Check if the order is for services and the amount exceeds \$100,000]</i> |
| √ | (24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) <i>[Check for all orders]</i> |
| | (24)(i) Alternate I of 52.222-50 <i>[Check if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees]</i> |
| | (25) – (29) [Reserved]. |
| | (30) 52.225-5, Trade Agreements (NOV 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). <i>[Check if the order is for supplies or services that involve the acquisition of supplies and the amount exceeds \$194,000]</i> |
| | (31) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). <i>[Check if the order is for either supplies or services and the amount exceeds the micro-purchase threshold, unless authorized by OFAC]</i> |
| | (32) – (35) [Reserved]. |
| | (36) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332). <i>[Check if payment will be made by EFT and the contractor has registered in the CCR]</i> |
| | (37) 52.232-34. Payment by Electronic Funds Transfer – Other than Central |

settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) [This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.] Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause –

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) [Reserved].

(vii) Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) – (ix) [Reserved].

(x) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(End of clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES

| NUMBER | TITLE | DATE |
|------------|--|-----------|
| 652.225-71 | Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds \$100,000) | AUG 1999 |
| 652.228-71 | Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): “(c) The current rate under the Department of State contract is [contracting officer insert rate] of compensation for services.” | JUNE 2006 |
| 652.229-70 | Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post) | JUL 1988 |
| 652.229-71 | Personal Property Disposition at Posts Abroad | AUG 1999 |



Requisition Number: PR4603385

Requisition Title: 1930.0 INL Conference Room Ciudad Delgado/Apopa/SS Training

Purchase Request: PR4603385

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY SAN SALVADOR

Issued on Wed, 12 Aug, 2015

Created on Wed, 12 Aug, 2015 by Elena K. Rubio

Vendor:

NOVENDOR

UNITED STATES

Ship To:

Department of State
FINAL BLVD COLONIA SANTA ELENA ANTIGUO C.A.
ATTN: NAS
SAN SALVADOR
EL SALVADOR

| Item | Description | Part Number | Unit | Qty | Need By | Unit Price | Extended Amount |
|------|--|-------------|------|-----|-------------------|-----------------|-----------------|
| 1 | Conference room for the Ciudad Delgado, Apopa... | | each | 1 | Wed, 26 Aug, 2015 | \$40,000.00 USD | \$40,000.00 USD |

Conference room for the Ciudad Delgado, Apopa and San Salvador Model Precinct Training is required. 10 courses of 3 days each will be held according to the attached calendar, room is needed from 8:00AM to 5:00PM and should be big enough to comfortably sit 50 participants in a U set up, an instructors table and a table for materials, service is needed for 52 participants and should include AM/PM coffee breaks and lunch.
Equipment needed is 1 flapel microphone (solapa), 2 wireless microphones, 1 large screen (1.8 m x 1.8m), 1 podium, 3 internet accesses, 4 flip charts with markers, 4 electricity extensions and 1 computer cable for video/sound reproduction. It is important to have a technician always available in case of equipment failure or battery replacement.
1 small notepad and 1 pen per participant should be provided.

Bill To:

Department of State
3450 San Salvador Place
ATTN: FMO
WASHINGTON, DC 20521
UNITED STATES

Funding:

| Type | Percentage | Amount(Local Currency) | Amount(USD) | Details |
|---------------------------|------------|------------------------|-----------------|---------|
| Commodity Accounting Line | 100% | \$40,000.00 USD | \$40,000.00 USD | |

Total \$40,000.00 USD

Status: Submitted

| Approvals | | | | | |
|-----------|----------|-------------------------|------------|-------------|-------------------|
| Required | Status | Reason | Approver | Approved By | Date |
| Required | Approved | Supervisor must approve | James Rose | James Rose | Thu, 13 Aug, 2015 |