



*Embassy of the United States of America  
General Services Office  
Libreville, Gabon*

## SCOPE OF WORK

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**Product/service required:** SHADE

**Detailed Description:**

The US Embassy needs a temporary cover installed at a leased Embassy residence. The cover will be installed on the right side of the house when facing the house from the road. The vehicle cover should have the following characteristics:

- Constructed with a metal frame and rust proofed.
- Dimensions of the vehicle cover should be approximately 15 X 10 meters and the cover height should be approximately 3.5 meters with a slope for rain runoff. Exact measurements will be made during the site visit on July 31, 2014.
- Purchase and installation of 3 ceiling fans with all electrical connections and wiring controlled by a single switch.
- Purchase and installation of 3 electrical outlets including weatherproof enclosures with all related electrical work.

Work is to be performed Monday through Friday from 8am to 5pm. All contractors will be escorted during the work.

The contractor may use the parking area at the house for a lay down area; however the U.S. Embassy is not responsible for the materials left in the parking area.

The contractor must use proper safety gear including work shoes or boots, eye protection, tools in good condition, hearing protection, and gloves. Failure to work in a safe manner may result in the contractor being removed from the project.

**Date needed by:** Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Justin Steckley, American Embassy Libreville, on or before 17:00 on Thursday August 07, 2014

**Contract vehicle:** Open Market

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

**Meet or Exceed?** Offers must meet or exceed requested specifications described here

**Award type:** Government Purchase Order

**Evaluation criteria:** lowest price, technically-acceptable

**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>.

**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.

**Delivery:** within 30 days

**Shipping:** All quotations/proposals must include shipping to FOB Destination as designated on the contract instrument.