

Athens
July 2, 2012

Dear Prospective Quoter:

The U.S. Government is interested in entering into an agreement for seamstress services provided for various U.S. Government-owned or leased residences. If you would like to submit a quotation, complete the required portions of the attached document, and submit it in a sealed envelope for my attention, U.S. Embassy, 91 Queen Sophia Avenue, 101 60 ATHENS.

The U.S. Government intends to sign an agreement with the responsible company(ies) submitting an acceptable quotation at the lowest price. We intend to sign an agreement(s) 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.

In order for a quotation to be considered, you must also complete and submit the following:

1. Attachment "B" – Price List;
2. Article 6 – Key Personnel;
3. **Experience and Past Performance** – List of clients, address and telephone numbers your company has serviced over the past two years for the same or similar work.

Please direct any questions regarding this solicitation by e-mail to GeorgopoulouKV@state.gov no later than 14.00 hours, on July 6, 2012. Questions must be written in English.

Quotations are due **by July 13, 2012, no later than 12.00 hours.**

Sincerely,

Virgile Borderies
Contracting Officer

Enclosure

1. **RFQ Number** SGR100-12-Q-0015

The American Embassy in Athens, Greece invites you to enter into this BPA that establishes the terms and conditions applicable to future purchases of:

Seamstress services provided for various U.S. Government-owned or leased residences.

The Government will also receive priority attention from the Vendor on Government requests for services.

2. **Expiration Date:**

BPA expires on October 31, 2014.

3. **Embassy Estimate:**

The Embassy estimates that the volume of purchases through this agreement will be **Euro 60,000**. If more than one award is made, the estimated amount of work awarded under task order(s) to any single Vendor will be less than the amount shown.

4. **Terms and Conditions:**

- The Embassy is **not** obligated to purchase any definite amount under this agreement.
- No single purchase will exceed USD 3,000.00 or the equivalent in local currency.
- The total amount ordered under this agreement will not exceed \$100,000 or the equivalent in local currency.
- The prices to the Government shall be as low or lower than those charged your most favored customers for comparable quantities under similar terms and conditions, in addition to any discount for prompt payment.

5. **BPA Administrator**

(To be provided upon award)

6. **Authorized Employees**

The following employees are authorized to place orders:

Name	Job Title	Dollar Limitation
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(To be provided upon award)

No other employee may place an order against this BPA unless authorized in writing by the contracting officer.

7. Vendor’s Key Personnel

The Vendor shall assign the following English speaking key personnel to this agreement who shall be responsible for his workforce during all times that services are being provided and shall act as liaison with the Embassy:

<u>Title</u>	<u>Name</u>	<u>Phone No.</u>
Manager	_____	_____
	*(Quoter to provide)	

8. Specifications

- a. The Vendor will proceed with the actual inspection of the residence and will measure all the windows and openings that need to be covered. In coordination with Property Unit the exact size of curtains/sheers will be determined for each opening.

- b. The Vendor will note the total number of the curtain panels drapes needed and will inform the Property Section. The Vendor will also recommend the type of curtain rods and hooks to be procured and installed by his staff. The type to be used will be either single/Greek style or double. The curtain rod and hooks will either be provided by the Vendor or by the U.S. Government.

- c. . The Vendor will iron curtains in order to remove any wrinkles, lines, etc., prior to the hanging. Then the Contractor will be responsible for hanging the finished curtains/sheers at the residence.

- d. The Vendor is responsible for providing all material and tools, including ladder, required for the above services.

- e. The Vendor will be responsible for the unhooking, dry cleaning, and rehooking of the curtains/sheers, if requested by the authorized employees. If a simple alteration is needed due to normal wear and tear, the vendor will perform it at no cost to the Government. For any other alteration or making of new curtain, the vendor agrees to obtain prior approval from the BPA Administrator.

- f. Property Section and the tenant proceed with the final acceptance of the work.

9. Delivery Tickets

All shipments/deliveries shall be accompanied by a delivery ticket or sales slip including the following information:

- Name of supplier
- BPA number
- Date of purchase
- Purchase number
- Itemized list of supplies or services furnished
- Quantity, unit price, and extension of each item, less applicable discounts

- Date of delivery or shipment
- Name of the authorized employee who placed the order

10. Cost and payment

- a. The Vendor will be paid according to the Price Lists attached hereto and made a part hereof this agreement as Attachment "B".
- b. The prices listed in Attachment "B", include all cost for labor and social security contributions incidental to the work to be carried out by the Vendor.

11. Invoices

The BPA holder shall submit an invoice after completion of each work. The invoice shall identify the delivery tickets covered therein, stating the total cost, and supported by recent copies of the delivery tickets.

If any of the services do not conform to agreement requirements, the Government may require the Vendor to perform the service again at no extra cost.

The contractor shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.

12. Security Checks

After award, the Vendor has ten (10) calendar days to submit to the BPA Administrator a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. For each individual the list shall include:

- Complete application form provided by the Embassy**
- Copy of ID card**
- Passport**
- Greek Social Security Medical Book**
- Merchant Marine Seaman's book (if applicable)**
- Penal record of type B**
- Discharge papers (Greek Military service)**
- Pay Book (Greek Armed Forces)**

Failure to provide any of the above information may be considered grounds for rejection and/or resubmittal of the application.

13. FAR and DOSAR Clauses:

The FAR and DOSAR clauses attached to this BPA shall apply to all purchases made under this BPA. In the event of an inconsistency between the provisions of this BPA and your invoice, the provisions of the BPA shall take precedence.

14. Acceptance:

You are requested to acknowledge acceptance of this BPA, including its terms, conditions, and clauses, by signing and returning a copy to GSO/Procurement, U.S. Embassy Athens, Greece

BPA Accepted:

Signature

Date

Please indicate the remittance or check mailing address in the space provided below if different from the address to which this agreement was addressed.

List of Attachments

Attachment "A": Task Order

Attachment "B": Price List

**ATTACHMENT "A"
TASK ORDER FORM**

To
(Name of Vendor)

Dear Sir,

You are requested to carry out the following services:

SEWING BY HAND	SEWING BY MACHINE	ALTERATION (PER HEM)	MISCELLANEOUS
()	()	()	()

<u>Description</u>	<u>Price – Per Mt.</u>	<u>No. of Meter</u>	<u>Total</u>
DRAPERIES WITH LINING	€ _____	_____	_____
DRAPERIES WITHOUT LINING	€ _____	_____	_____
SHEERS	€ _____	_____	_____
PINCH-PLEATED DRAPERIES (WITH LINING)	€ _____	_____	_____
PINCH-PLEATED DRAPERIES (WITHOUT LINING)	€ _____	_____	_____
PINCH-PLEATED SHEERS	€ _____	_____	_____
CURTAINS RODS (INCLUDING INSTALLATION)	€ _____	_____	_____
BLINDS	€ _____	_____	_____
UNHANGING/DRY CLEANING/ HANGING/SIMPLE ALTERATION	€ _____	_____	_____

Address: _____

Occupant's Name: _____

Signature: _____

Please charge to: _____

Note: A completed copy of this letter is to accompany the Vendor's invoice for payment for services under this BPA.

ATTACHMENT "B"
PRICE LIST

SEWING BY HAND (PER METER)
ΡΑΨΙΜΟ ΣΤΟ ΧΕΡΙ (ΑΝΑ ΜΕΤΡΟ)

DRAPERIES WITH LINING ΧΟΝΔΡΕΣ ΚΟΥΡΤΙΝΕΣ ΜΕ ΦΟΔΡΑ	€ _____
DRAPERIES WITHOUT LINING ΧΟΝΔΡΕΣ ΚΟΥΡΤΙΝΕΣ ΧΩΡΙΣ ΦΟΔΡΑ	€ _____
SHEERS ΛΕΠΤΕΣ ΚΟΥΡΤΙΝΕΣ	€ _____
PINCH-PLEATED DRAPERIES (WITH LINING) ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΧΟΝΔΡΩΝ ΚΟΥΡΤΙΝΩΝ (ΜΕ ΦΟΔΡΑ)	€ _____
PINCH-PLEATED DRAPERIES (WITHOUT LINING) ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΧΟΝΔΡΩΝ ΚΟΥΡΤΙΝΩΝ (ΧΩΡΙΣ ΦΟΔΡΑ)	€ _____
PINCH-PLEATED SHEERS ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΛΕΠΤΩΝ ΚΟΥΡΤΙΝΩΝ	€ _____

The contractor shall show Value Added Tax (VAT) as a separate item on above proposed pricing.

SEWING BY MACHINE (PER METER)
ΡΑΨΙΜΟ ΣΤΗ ΜΗΧΑΝΗ (ΑΝΑ ΜΕΤΡΟ)

DRAPERIES WITH LINING ΧΟΝΔΡΕΣ ΚΟΥΡΤΙΝΕΣ ΜΕ ΦΟΔΡΑ	€ _____
DRAPERIES WITHOUT LINING ΧΟΝΔΡΕΣ ΚΟΥΡΤΙΝΕΣ ΧΩΡΙΣ ΦΟΔΡΑ	€ _____
SHEERS ΛΕΠΤΕΣ ΚΟΥΡΤΙΝΕΣ	€ _____
PINCH-PLEATED DRAPERIES (WITH LINING) ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΧΟΝΔΡΩΝ ΚΟΥΡΤΙΝΩΝ (ΜΕ ΦΟΔΡΑ)	€ _____

PINCH-PLEATED DRAPERIES € _____
(WITHOUT LINING)
ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΧΟΝΔΡΩΝ ΚΟΥΡΤΙΝΩΝ
(ΧΩΡΙΣ ΦΟΔΡΑ)

PINCH-PLEATED SHEERS € _____
ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΛΕΠΤΩΝ ΚΟΥΡΤΙΝΩΝ

The contractor shall show Value Added Tax (VAT) as a separate item on above proposed pricing.

ALTERATION (PER HEM)
ΜΕΤΑΠΟΙΗΣΗ (ΑΝΑ ΡΕΛΙ)

DRAPERIES WITH LINING € _____
ΧΟΝΔΡΕΣ ΚΟΥΡΤΙΝΕΣ ΜΕ ΦΟΔΡΑ

DRAPERIES WITHOUT LINING € _____
ΧΟΝΔΡΕΣ ΚΟΥΡΤΙΝΕΣ ΧΩΡΙΣ ΦΟΔΡΑ

SHEERS € _____
ΚΟΥΡΤΙΝΕΣ ΛΕΠΤΕΣ

PINCH-PLEATED DRAPERIES € _____
(WITH LINING)
ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΧΟΝΔΡΩΝ ΚΟΥΡΤΙΝΩΝ
(ΜΕ ΦΟΔΡΑ)

PINCH-PLEATED DRAPERIES € _____
(WITHOUT LINING)
ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΧΟΝΔΡΩΝ ΚΟΥΡΤΙΝΩΝ
(ΧΩΡΙΣ ΦΟΔΡΑ)

PINCH-PLEATED SHEERS € _____
ΑΜΕΡΙΚΑΝΙΚΗ ΡΑΦΗ ΛΕΠΤΩΝ ΚΟΥΡΤΙΝΩΝ

The contractor shall show Value Added Tax (VAT) as a separate item on above proposed pricing.

MISCELLANEOUS
(ΔΙΑΦΟΡΑ)

CURTAIN RODS (PER METER) € _____
(INCLUDING INSTALLATION)
ΣΙΔΗΡΟΔΡΟΜΟΙ (ΑΝΑ ΜΕΤΡΟ)
(ΣΥΜΠΕΡΙΛΑΜΒΑΝΟΜΕΝΗΣ ΤΗΣ ΤΟΠΟΘΕΤΗΣΗΣ)

BLINDS (PER METER)
(ΠΕΡΣΙΔΕΣ ΑΝΑ ΜΕΤΡΟ)

€ _____

UNHANGING-DRY CLEANING – REHANGING
(ΞΕΚΡΕΜΑΣΜΑ-ΚΑΘΑΡΙΣΜΟΣ-ΚΡΕΜΑΣΜΑ)

€ _____

The contractor shall show Value Added Tax (VAT) as a separate item on above proposed pricing.

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-52)**

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>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	JUN 2010
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of

commercial items:

- (1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))
Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

	Clause Number and Title
	(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
	(2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).
	(3) – (24) [Reserved].
	(25) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).
	(26) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
	(27) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
	(28) 52.222-35, Equal Opportunity for Veterans (SEPT 2010) (38 U.S.C. 4212).
	(29) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
	(30) 52.222-37, Employment Reports on Veterans (SEPT 2010) (38 U.S.C. 4212).
	(31) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201)
√	(32)(i) 52.222-50, Combating Trafficking in Persons (FEB 2009) [<i>Check for all orders</i>]
	(32)(ii) Alternate I of 52.222-50
	(33) – (38) [Reserved].
	(39) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
	(40) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
	(41) – (44) [Reserved].
	(45) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
x	(46) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
	(47) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).
	(48) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
	(49)(i) 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).
	(ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

	Clause Number and Title (1) – (6) [Reserved]
	(7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 110-247)
	(8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the 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) *Reserved*

(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	JUNE 2006

	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 <i>N/A</i> of compensation for services.”	
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
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer’s Representative (if a COR will be named for the order) Fill-in for paragraph b: “The COR is <u>the General Services Officer</u> ”	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70 Department of State Personal Identification Card Issuance Procedures (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor’s employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

(End of clause)