Request for Quotations (RFQ) SID320-PR5207153
Room and Service, Pacific Area Sector Working Group Event, Yogyakarta, July 2016

Content:
Section 1: SF1449 information, Pricing, and Scope of work
Section 2: Clauses
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Section 4: Evaluation factors

SECTION I. STANDARD FORM 1449 AVAILABLE ON HTTP://PHOTOS.STATE.GOV/LIBRARIES/INDONESIA/502679/PCU/SF1449.PDF

Block 1: Requisition Number: **SID320-PR5207153**; Page 1 of 8
Block 6: Solicitation Issue Date: April 21, 2016; Block 8: Offer Due Date/local time: May 9, 2016, 12.00noon
Block 19 through 22: No. **1.** Description: **PR5207153 Room and Service, Pacific Area Sector Working Group Event, Yogyakarta, July 2016,** 1 lot.
Offeror must fill out block 17a - **DUNS number** must be typed on Code column (if available); block 23 and 24 is total price, and block 30.

SCOPE OF SERVICES – CONTINUATION OF SF1449
This solicitation is to provide the following function rooms and services for PACOM for the period of July 18-22, 2016. The provider should be 5 stars hotel, with sufficient lodging rooms and function rooms, *present professional appearance for official gatherings purpose* in Yogyakarta, Daerah Istimewa Yogyakarta. All of the function rooms and lodging room must be in one location. See continuation for complete information on scope of services. **Please ensure that quoters put all of the information required on section 1 – schedule of supplies and service and section 3 on your quotation.**

PR5207153 Room and Service, Pacific Area Sector Working Group Event, Yogyakarta, July 2016

PRICING The Contractor SHALL provide a firm fixed price in **Indonesian *Rupiah*** (one currency only) for:

Name of provider & logo: ***Address & Phone number:***
Project Manager: ***E-mail address:***

1. Meeting requirement

CLIN#	Category	Qty	Unit	Times		Unit Cost/Time	Total Cost
1a.	Main Conference Room	1	Ro	5	Day		
b.	Breakout rooms	2	Ro	5	Day		
c.	Coffee breaks during the event (2 times)	78	Pk	1	Day		
d.	Lunch Buffet	78	Pk	1	Day		
e.	Ice Break – Social	78	Pk	1	Day		
f.	Equipment, supplies, and furniture*						
	1) For Main Conference Room	1	Lo	5	Day		
	2) For breakout rooms	2	Lo	5	Day		
	TOTAL						

2. Lodging Room:

CLIN#	Run of the house	Total Room	Check in/out	Price per room night	Total price
2a.	Standard room	4	07/14 - 07/24		
b.	Standard room	59	07/17 - 07/23		
c.	Standard room to be upgraded to nearest higher grade of room classification (for VIP)	5	07/17 - 07/23		
	Total				

GRAND TOTAL (1+2) = Rp. _____

Important information:

- Unit prices for item 1b-1c should be informed per package per day.
- If price of one CLIN is including in other CLIN, for example CLIN 1c is included in price of 1b, you may put information, for example: '*the cost is inclusive in CLIN 1b'*
- *) Equipment, supplies, and facilities price is the total, contractor may breakdown the equipment, supplies, and facilities information in other page, but not in the spreadsheet.
- Quotation on spreadsheet above should include all of the service provided in continuation of description specification of work below.

CONTINUATION OF SF1449 – SCHEDULE OF SUPPLIES/SERVICES (BLOCK 20): DESCRIPTION/SPEC Request for Quotations

PR5207153 Room and Service, Pacific Area Sector Working Group Event, Yogyakarta, July 2016

I. Specification of works:

1. Meeting Sessions, July 18-22, 2016: The contractor will provide the function room, services, and items required below The contractor will provide the function room, services, and items required below.
   a. One (1) function room to be functioned as Main Conference Room
      - To accommodate approximately 80 people, from 07.00am – 6.00pm, on July 18-22.
      - Must have PA system, internet connection via wi-fi for all participants, and adequate height and size for workshop equipment and seating arrangement (please provide the drawing).
      - Seating style: classroom seating style for 78 people with a head table and 3 stacking chairs.
      - One reception tables with two (2) chairs, in outside of conference room
      - Must have unobstructed view including no pillars or partial walls, soundproof, comfortably air conditioned, with adequate lighting.
      - Room must be locked, can only be accessed by the staff or delegation.
      - Set up must be ready on July 17, 2016, by 8.00pm

   b. Two (2) function rooms, adjacent to Main Conference Room, to be functioned as break out rooms
      - To accommodate approximately 30 people, from 07.00am – 6.00pm, on July 18-22.
      - Must have PA system, internet connection via wi-fi for all participants, and adequate height and size for workshop equipment and seating arrangement (please provide the drawing).
      - Seating style: U shape, for 26 people with a head table and 2 stacking chairs.

- Must have unobstructed view including no pillars or partial walls, soundproof, comfortably air conditioned, with adequate lighting.
- Room must be locked, can only be accessed by the staff or delegation.
- Set up must be ready on July 17, 2016, by 8.00pm.

c. Coffee breaks to be served @foyer with tea, coffee, and at minimum 3 kinds of snacks, savory and sweet:
   - Two (2) times coffee breaks for 78 people, daily, on July 18-22.
   - All halal and non halal food must be clearly labeled and placed separately.

d. A conference lunch buffet style, consist of a mix of local and western food with free flow water
   - For 78 people, daily, on July 18-22.
   - Must be held in dining venue in the hotel.
   - All food items must be labeled.
   - All halal and non halal food must be clearly labeled and placed separately, i.e.: pork and beef product especially noted.

e. Welcoming tea break or Ice Breaker Social
   - Event will be held in open area, i.e.: courtyard, garden, or any other suitable social setting with alternate set for inclement weather, on Jul 18, starting from 5.00pm onward.
   - Round table seating style with 5-6 chairs each.
   - Hors d'oeuvres, minimum 5 different types, soft drinks, tea, and coffee for 78 people.
   - No alcoholic beverage is under this RFQ.
   -

f. Equipment and supplies during the conference:
   1) In Main Conference Room:
      - One (1) stage, backdrop and ridging (proportional measurement follow the specification of conference room), one (1) podium, and one (1) standing microphone
      - Three (3) cordless microphone.
      - One (1) 2500 lumens projectors with tables and one (1) screens 6*6*m
      - One (1) standing floor easel with paper (approx. 3'X5'), one (1) rolling white board (approx. 4'X8') and markers in various colors
      - One (1) flatbed multifunction printer (including scan, fax, copier) compatible with Microsoft and Mac, one (1) sets of cartridges/ink toner (color and b/w) installed, three (3) extra sets of cartridges/ink toner as back up, and total of 10 reams of A4 paper.
      - Table/s for equipment and electrical outlet/connections for projector and head table, table cloth, chairs covers..
      - Delegate amenities (pen/pencil, notes, candies), mineral bottles: 1 bottle in the morning and 1 bottle after lunch.
   2) In two Breakout rooms, each break out room must have a set of:
      - One (1) 2500 lumens projectors with cables for supplied laptop computer (will be provided by the user) and one (1) screens 6'X6' at minimum
      - One (1) standing floor easel with paper (approx. 3'X5'), one (1) rolling white board (approx. 4'X8') and markers in various colors
      - Table/s for equipment and electrical outlet/connections for projector and head table, table cloth, and chair covers.
      - Delegate amenities (pen/pencil, notes, candies) and free flow mineral water with paper cup.

A concierge per function room for troubleshooting any conference support activities problems is required.

II. *Rooms and other required facilities/services:*

2. Lodging room: Run of the house*, single occupancy, including:*
   - *Breakfast daily,*
   - one set of *airport pick up transfer from and to hotel,*
   - *laundry for 4 pieces daily,*
   - *two (2) bottles of mineral water daily,*
   - *safes in all room,*
   - access to club lounge for 5 people - at maximum.
   - *and internet connection via wi-fi*

   with below schedule:

Run of the house	Total Room	Check in/out
Standard room	4	07/14 - 07/24
Standard room	59	07/17 - 07/23
Standard room to be upgrade to nearest higher grade of room class (for VIP)	5	07/17 - 07/23

Provider may lock the mini bar in each room and other requirements are individual traveler responsibility

Personal Account: In addition to the rooms purchased under this contract, the Contractor provides ten (10) lodging rooms for conference attendees for period of 07/17-07/23. These rooms are single occupancy (to include breakfast, laundry for 4 pieces, 2 bottles of mineral water daily, safes in all room, one set of airport pick up transfer from-to hotel, and internet connection via wi-fi). The cost of these rooms is the responsibility of the conference attendees only (*personal account*); the *Government will not be liable for any charges associated with these "blocked" rooms*. Any unconfirmed rooms may be released 10 (ten) days prior to the period of performance for hotel use. Any cancellation charges for these rooms shall follow the hotel general policies with the attendee that is associated with the reserved room.

3. Provider should have business center facilities. All the cost must be charged based on actual cost and official use only.

Notes: All of the lodging room must be in proximity to the function rooms.

SECTION II. CLAUSES (COMMERCIAL ITEMS – SERVICE)

FAR 52.204-7 CENTRAL CONTRACTOR REGISTRATION (DEC 2012), is incorporated by reference.

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERICAL ITEMS (FEB 2012), is incorporated by reference. (See SF-1449, block 27a).

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items (JAN 2013)

(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) (22 U.S.C. 7104(g)).

___Alternate I (Aug 2007) of 52.222-50 (22 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:

__ (1) through (3) Reserved/not applicable

_X_ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Aug 2012) (Pub. L. 109-282) (31 U.S.C. 6101 note).

__ (5) through (26) Reserved/not applicable

_X_ (27) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Mar 2012) (E.O. 13126).

__ (28) through (37) Reserved/not applicable

_X_ (38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).

__ (39) through (41) Reserved

_X_ (42) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

__ (43) through (44) Reserved

_X_ (45) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

__ (46) through (47) Reserved/not applicable

_X_ (48) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).

__ (49) through (51) Reserved/not applicable

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, 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: Reserved

(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.

(e) Reserved

(End of clause)

ADDENDUM TO CONTRACT CLAUSES

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
This contract incorporates one or more 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: http://acquisition.gov/far/index.html http://farsite.hill.af.mil/search.htm
These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at http://www.statebuy.state.gov to see the links to the FAR. You may also use an Internet "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clauses are incorporated by reference:

CLAUSE	TITLE AND DATE
52.225-14	Inconsistency Between English Version and Translation of Contract (FEB 2000)

THE FOLLOWING DOSAR CLAUSES ARE PROVIDED IN FULL TEXT:

CONTRACTOR IDENTIFICATION (JULY 2008)
Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.
Contractor personnel must take the following actions to identify themselves as non-federal employees:

1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
2) Clearly identify themselves and their contractor affiliation in meetings;
3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

652.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE) (AUG 1999)

(a) General. The Government shall pay the contractor as full compensation for all work required, performed, and accepted under this contract the firm fixed-price stated in this contract.
(b) Invoice Submission. The contractor shall submit invoices in an original and 1 (one) copy to the office identified in Block 18b of the SF-1449. To constitute a proper invoice, the invoice shall include all the items required by FAR 32.905(e)
Financial Management Office - US Embassy Jakarta
Gedung Sarana Jaya Jl. Budi Kemuliaan I/1
Jakarta Pusat 10110
The contractor shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.

(c) Contractor Remittance Address. The Government will make payment to the contractor's address stated on the cover page of this contract, unless a separate remittance address is shown below:
_____
_____

652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.
(b) The COR for this contract is PACOM Officer

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

a) The contractor warrants the following:
   (1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
   (2) That is has obtained all necessary licenses and permits required to perform this contract; and,
   (3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.
b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

652.229-70 EXCISE TAX EXEMPTION STATEMENT FOR CONTRACTORS WITHIN THE UNITED STATES (JUL 1988)
This is to certify that the item(s) covered by this contract is/are for export solely for the use of the U.S. Foreign Service Post identified in the contract schedule.
The Contractor shall use a photocopy of this contract as evidence of intent to export. Final proof of exportation may be obtained from the agent handling the shipment. Such proof shall be accepted in lieu of payment of excise tax.

SECTION III. SOLICITATION PROVISIONS:

FAR 52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (FEB 2012), IS INCORPORATED BY REFERENCE. (SEE SF-1449, BLOCK 27A).

ADDENDUM TO 52.212-1

A. SUMMARY OF INSTRUCTIONS. Each offer must consist of the following:

A.1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 (Pricing) has been filled out. Please quote each CLIN per package per day/unit.

A.2. Information demonstrating the offeror's/quoter's ability to perform, including:

(1) Name of a Project Manager (or other liaison to the Embassy) who understands written and spoken English;

(2) Evidence that the offeror/quoter operates an established business with permanent address and telephone listing;

(3) List of 3 clients, demonstrating prior experience with relevant past performance information and references;

(4) Complete name of venue/room, location, and floor plan of dedicated room/s (to include breakout room if any), security posture that represent high standard of security and safety and adequate fire escape facilities;

(5) Evidence that the offeror/quoter has all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2 above)

A.3. If required by the solicitation, provide either: reserved

A.4. Quoters must register in the **System for Award Management (SAM)** prior to submission. Registration information is available on link below – please register based on sequential number: i) D&B Indonesia www.dnb.co.id ii) NCAGE, please contact Pusat Kodifikasi Pertahanan RI Phone: 62-21-766-8062863 iii) SAM, www.sam.gov

ADDENDUM TO SOLICITATION PROVISIONS FAR AND DOSAR PROVISIONS NOT PRESCRIBED IN PART 12

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract 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. Go to the internet at:

http://acquisition.gov/far/index.html or, http://farsite.hill.af.mil/search.htm

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at http://www.statebuy.state.gov to see the link to the FAR. You may also use an Internet "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

Number	Title
52.204-6	Data Universal Numbering System (DUNS) (ARP 2008)
52.214-34	Submission of Offers in the English Language (APR 1991)
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certifications. (Dec 2012)

The following DOSAR provision(s) is/are provided in full text:

652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999) (DEVIATION)

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1693, by fax at (703) 875-6155, or write to: U.S. Department of State, Competition Advocate, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712.

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to

diminish the authority of the contracting officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Robert Riley at 3435-9011 for an American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1693, by fax at (703) 875-6155, or write to: Department of State, Acquisition Ombudsman, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712.

SECTION IV. EVALUATION FACTORS

Award will be made to the lowest priced, acceptable, responsible offeror. Proposals shall include a completed solicitation. The Government reserves the right to reject proposals that are unreasonably low or high in price.

The lowest price will be determined by multiplying the offered prices in "Prices - Continuation of SF-1449, block 23", and including all options. Acceptability will be determined by assessing the offeror's compliance with the terms of the RFP. Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

(a) adequate financial resources or the ability to obtain them;
(b) ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
(c) satisfactory record of integrity and business ethics;
(d) necessary organization, experience, and skills or the ability to obtain them;
(e) necessary equipment and facilities or the ability to obtain them; and
(f) otherwise qualified and eligible to receive an award under applicable laws and regulations.

Term of payment: Nett 30 days upon receive the completed service and original invoice.

The quotation is open on Apr 21, due on May 9, 2016, at 12.00noon Jakarta time. Please follow instructions in *Section III* for a quotation to be considered and fax the quotation to PCU: (62-21) 3435-9910 or 352-4303, with 30 days validity.