

**Request for Quotations (RFQ) PR #1542470**  
**Pacific Environmental Security Conference Room and Service – Jakarta, April 2-5, 2012**

***Each offer MUST provide the information required per Section III: Solicitation Provision***

**SECTION I. STANDARD FORM 1449 – LINK – ATTACHED**

Block 1: Requisition Number: SID320-1542470 Page 1 of 4

Block 6: Solicitation Issue Date: December 7, 2011

Block 8: Offer Due Date/local time: December 16, 2011, 4.00pm;

Block 19 through 22: 1. Pacific Environmental Security Conference (PESC) Conference Room and Service – Jakarta, April 2-5, 2012, 1 lot

**SCOPE OF SERVICES – CONTINUATION OF SF1449**

This solicitation is to provide the following functions rooms and services for an event for period of April 2 through April 5, 2011. The provider must be or equal to an International five-star hotel chain in Jakarta.

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

RFQ 1542470 Pacific Environmental Security Conference (PESC) Room & Service – Jakarta, April 2-5, 2012

***Name of Hotel & logo:***

***Address & Phone number:***

***Contact Person:***

***E-mail address:***

CLIN#	Category	Qty	Unit	Times	Unit	Unit Cost/day	Total Cost
1	Conference Session						
a	Function Room:						
	Opening Session Room	1	Ro	1	Days		
	Meeting Room	1	Ro	3	Days		
b	Coffee breaks (2 times) for opening session	125	Pk	1	Days		
	Coffee breaks (2 times)	85	Pk	3	Days		
c	Lunch Buffet for opening session	125	Pk	1	Days		
	Lunch Buffet	85	Pk	3	Days		
d	Equipment, supplies, and furniture for conference session	1	Lot	4	Days		
e	Group photo	125	Lot	1	Time		
f	Digital Color Banner	1	Lot	1	Time		
2	Administrative Room						
a	Room for office	1	Ro	5	Days		

b	Two computers (regular specifications)	2	Each	5	Days		
c	Two computers with additional specifications	2	Each	5	Days		
d	Printer, color	1	Each	5	Days		
e	Printer, black and white	1	Each	5	Days		
3	CD/DVD Production	125	Each	1	Disc		
4	Standard room (Single Occupancy)						
	Conference Attendees	30	Ro	5	Night		
	Conference Organizer	5	Ro	10	Night		
	SUB TOTAL						
	VAT ____ %						
	GRAND TOTAL						

**NOTE:** PLEASE QUOTE PRICE PER ADDITIONAL PERSON FOR ITEM 1B, 1C, 1E, & 4, PER ADDITIONAL ITEMS FOR NUMBER 2B THROUGH 2E, AND ONE TIME COFFEE BREAK FOR OUR REFERENCE.

**CONTINUATION OF SF1449 – SCHEDULE OF SUPPLIES/SERVICES (BLOCK 20): DESCRIPTION/SPECIFICATION OF WORK**

Conference session: The contractor will provide the function room, services, and items required below.

1. Meeting Session (April 2-5) to accommodate approximately 125 people a day. Below are detail specifications:

a. One (1) function room for:

- The *Opening Session* which can accommodate approximately 125 participants from 08.00 am – 6.00pm, must have standard PA system, and equipment, and facilities, to be set up in Classroom Seating Style with table for students for April 2 and head table for 4 speakers. Wireless internet service for one computer is required.
- *Meeting Session* which can accommodate approximately 85 participants per day from 08.00 am – 6.00pm, must have standard PA system, and equipment, and facilities, to be set up in round tables of ten for students on April 3-5, and head table for 4 speakers. Wireless internet service for one computer is required.

Free flow water should be provided during the session. The room should have unobstructed view and be soundproof. A registration area with a reception desk outside the meeting room is required.

b. Coffee break:

Coffee break (**two times – morning and afternoon**) in the foyer or back of room with tea, coffee and two kinds of pastries – savory and sweet for approximately 125 people for the period of April 2, and 80 people for the period of April 3-5.

c. A conference lunch buffet style from 12.00 – 13.30 consisting of a mix of local and Western food with free flow water and soft drinks for approximately 125 people for the period of April 2, and 80 people for the period of April 3-5.

d. Equipment, furniture, and supplies:

- For Opening Session: one podium with one standing microphone, five (5) cordless microphones, one (1) minimum 5000 lumens LCD In focus projector, one (1) screen, one (1) write-on easel, one (1) flip chart, markers, and delegate amenities for April 2.
- For Meeting Room: one podium with one standing microphone, five (5) cordless microphones, one (1) minimum 5000 lumens LCD In focus projector, one (1) screen, ten (10) write-on easels, ten (10) flip charts, markers, and delegate amenities for April 3-5.

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

- e. Group photo (one pose) to include printing in 27.5x20xcm for 125 pax. Area should have the adequate size for 125 people with ability to tier event participants from low to high from front row to back rows, and platform for photographer.
  - f. A Digital Color Banner/Backdrop for the Conference room, as podium background, size should fit with podium/size of conference room.
2. Administrative Room: one room for administrative room, shall accommodate approximately 8 people from 08.00 am – 6.00 pm, must be private lockable room with 24 hours access for committee, have tables, chairs, flip chart, markers, and printer paper (2 ream/day), with below equipments:
    - two (2) computers, with Pentium 4 or better, optical mouse, standard keyboard, 14" flat screen LCD monitor, Windows XP or Vista, MS Office Suite, USB port, internet access, latest Anti-Virus software, and latest Adobe Acrobat Reader.
    - two (2) computers, with above requirements *plus* have CD/DVD player and speaker, have CD/DVD burners facility.
    - networked printers: one (1) color printer and one (1) black and white printer, should be connected with four computers.

Rooms to be available for the period of: 1-5 April.

Rooms and other required facilities/services: The contractor will provide free breakfast and lock the mini bar in each room and other snack requirements are individual traveler responsibility.

3. Produce 125 DVDs with conference information. Conference organizers will provide a template CD or DVD and an electronic file of the CD/DVD label. Hotel must provide 125 copies of the CD/DVD with color labels within 24 hours of receiving the template CD/DVD.
4. Standard rooms, single occupancy (to include breakfast), check in for Conference Attendees (35 rooms): April 1 and checkout: April 6. Check in for Conference Organizers (5 rooms) will be March 28 and checkout will be April 7. Schedules may vary based on itineraries of each participant.

Personal Account: In addition to the rooms purchased under this contract, the Contractor provides twenty (20) rooms for conference attendees. These rooms are single occupancy (to include breakfast). 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 two weeks 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.

5. Provider should have Business Center facilities and WiFi connection access. All of the cost for business center must be charged based on actual cost.

## SECTION II. CLAUSES

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (JUN 2010), is incorporated by reference. (See SF-1449, block 27a): NONE

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS-COMMERCIAL ITEMS (AUG 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) ([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:

(4) [52.204-10](#), Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) ([31 U.S.C. 6101 note](#)).

(25) [52.222-19](#), Child Labor—Cooperation with Authorities and Remedies (Jul 2010) (E.O. 13126).

(36) [52.223-18](#), Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).

(40) [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) [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) [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999) ([31 U.S.C. 3332](#)).

(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

(End of clause)

Addendum to Contract Clauses FAR and DOSAR Not Prescribed in Part 12

52.252-2CLAUSES 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:

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.228-4	Workers' Compensation and War-Hazard Insurance Overseas (APR 1984)
52.228-5	Insurance - Work on a Government Installation (JAN 1997)

52.245-2 Government Property Installation Operation Services - where USG providing property but contractor responsible for replacement (JUNE 2007)

The following FAR clauses are provided in full text:

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**  
**Jl. Medan Merdeka Selatan No. 5**  
**Jakarta Pusat**

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/J445.

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

- a) The contractor warrants the following:
  - (1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
  - (2) That it 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 (JUN 2008) 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.

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/Consulate) who understands written and spoken English;
- (2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;
- (3) List of clients, demonstrating prior experience with relevant past performance information and references;
- (4) Complete name of venue, location, and floor plan of dedicated room/s, 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)

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

- (a) a copy of the Certificate of Insurance, or
- (b) a statement that the contractor will get the required insurance, and the name of the insurance provider to be used.

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)

<u>Number</u>	<u>Title</u>
52.204-6	Data Universal Numbering System (DUNS) (ARP 2008)
52.214-34	Submission of Offers in the English Language (APR 1991)

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, Jacqueline Holland-Craig, at **3435-9000**. 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.

Acquisition Method - The Government is conducting this acquisition - using the simplified acquisition procedures in Part 13 of the Federal Acquisition Regulation (FAR). If the dollar amount exceeds the simplified acquisition threshold, then the Government will be using the test program for commercial items authorized by Subpart 13.5 of the FAR.

#### **SECTION IV. EVALUATION FACTORS**

The Government intends to award a contract/purchase order resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter who is a responsible contractor. The evaluation process shall include the following:

(a) **COMPLIANCE REVIEW.** The Government will perform an initial review of proposals/quotations received to determine compliance with the terms of the solicitation. The Government may reject as unacceptable proposals/quotations that do not conform to the solicitation.

(b) **TECHNICAL ACCEPTABILITY.** Technical acceptability will include a review of past performance and experience as defined in Section 3, along with any technical information provided by the offeror with its proposal/quotation.

(c) **PRICE EVALUATION.** The lowest price will be determined by multiplying the offered prices times the estimated quantities in "Prices - Continuation of SF-1449, block 23", and arriving at a grand total, including all options. The Government reserves the right to reject proposals that are unreasonably low or high in price.

(d) **RESPONSIBILITY DETERMINATION.** The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- Adequate financial resources or the ability to obtain them;
- 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 and regulations.

Term of payment: Nett 30 days upon receive the completed service and original invoice. The quotation is open on

December 6, 2011 due on December 16, 2011, 4.00pm. 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. Please note that your price should be valid for 30 days from due date.