Request for Quotations (RFQ) PR –2533163
Rooms, Function Room and Meeting Service in Lombok for June 24 - 28, 2013

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

SECTION I. STANDARD FORM 1449 – LINK – PLEASE CLICK

INSTRUCTION. Please fill the SF1449 as instructed below.
Block 1: Requisition Number: PR-2533163; Page 1 of 4
Block 6: Solicitation Issue Date: May 23, 2013;
Block 8: Offer Due Date/local time: June 1, 2013, 15.00;
Block 19: 1.;
Block 20: Rooms, Function Room and Meeting Service in Lombok for June 24 - 28, 2013;
Block 21: 1;
Block 22: Lot;
Block 30A: Your signature;
Block 30b: Your name & title;
Block 30c: The date you sign the form;

SCOPE OF SERVICES – CONTINUATION OF SF1449

This solicitation is to provide the following rooms, function room and meeting services for "Trial Advocacy Training" for the period of June 24 - 28, 2013. The provider must be at least a four-star hotel in Senggigi and Kuta area in Lombok.

PRICING The Contractor SHALL provide a firm fixed price in **Indonesian *Rupiah*** (one currency only) for,
RFQ: Rooms, Function Room and Meeting Service in Lombok for June24 - 28, 2013
Name of Hotel & logo: ***Address & Phone number:***

Contact Person: ***E-mail address:***

CLIN #	Category	Qty	Unit	Times	Unit	Unit Cost/day	V.A.T & Service Charge %	Total Cost
1	Meeting Room and Registration Area	1	Lot	5	Days			
2	Breaks out Room	3	ea	5	Days			
3	Two times coffee break	43	Pax	5	Days			
4	Conference lunch buffet style	43	Pax	5	Days			
5	Equipment: - Podium - 1 standing microphone - 5 cordless microphone - 1 LCD Projector - 1 Projector Screen - 1 flip chart - markers - Notepad & pen - Free flow mineral water	1	Lot	5	Days			
6	Group photo	1	lot	45	Ea			
7	Airport transfer	6	ea	4	times			
8	Standard Room Check in date: 6/22/2013 Check out date: 6/29/2013	5	Ro	9	Nights			

8	Standard Room Check in date: 6/23/2013 Check out date: 6/29/2013	38	Ro	8	Nights			
	GRAND TOTAL							

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

This solicitation is to provide the following rooms, function room and meeting services for the period of June 24 - 28, 2013. The provider should be at least a four-star hotel (or equivalent) which is located in Senggigi and Kuta Area in Lombok. There must be no construction or renovation on its premises during the above period. It must be able to provide the facilities and equipment needed as described below.

Meeting package:

1. Meeting Session (June 24 - 28, 2013) to accommodate approximately forty three (43) people a day. Below are detail specifications:

   1. One (1) function room which can accommodate approximately 43 participants per day and an all the equipment listed below from 08.00 – 17.00 for the period of June 24 - 28, 2013. Room should allow unobstructed view of screen from all tables, there must be no structural support columns; there must be no sound permeating from other adjoining function rooms or other areas. Room to be set up in U-shape arrangement with head table for four (4) speakers. A registration desk should be set up outside the function room. Free flow of mineral water must always be provided during the training session. Markers, Flip Chart, Screen, and Sound System must be provided.

      We also need three (3) breaks out rooms from 08.00 – 17.00 for the period of June 24 – 28, 2013 which can accommodate ten (10) persons. Rooms must be set up in round table with chairs from ten (10) persons.

      a. Two times coffee break for forty three (43) persons for the period of June 24 – 28, 2013 to be served at 10.00 and 15.00 for the stated period above. It should be served at the foyer. Menu should include coffee, tea, and two kinds of pastries (savory and sweet).

      b. Conference lunch buffet style for forty three (43) persons for the period of June 24 – 28, 2013, to be served at 12.00 – 13.00. Menu should be mix local and western food with free flow of water and soft drinks.

      c. Equipment and supplies required in Function Room
         One (1) podium with one (1) standing microphone, five (5) cordless microphones, one (1) LCD projector (3000 lumens), one (1) projection screen, one (1) flipchart, markers, free flow of water during the training session and delegate amenities (pens, notes, candies)

         A concierge to support any problems related to conference equipment is required.

      d. Group photo (1 pose) for participants. To be printed in A4 size for 45 copies

Rooms and other required facilities/services:

2. Five (5) standard rooms, single occupancy, inclusive daily breakfast
   Check in date: June 22, 2013
   Check out date: June 29, 2013

3. Thirty eight (38) standard rooms, single occupancy, inclusive daily breakfast
   Check in date: June 23, 2013
   Check out date: June 29, 2013

Hotel may lock the mini bar in each room. Other snack requirement and room services will be each traveler (participant) own responsibility.

4. Airport transfer from airport to hotel (vice versa) using six (6) Toyota Innova on June 22 & 29, 2013. There will be 2 trips per day for both days stated above.

5. Provider should have Business Center facilities with facsimile, secretarial and mailing services. Only charges made by the seminar coordinator will be paid by the Embassy.

SECTION II. CLAUSES (COMMERCIAL ITEMS – SERVICE) LINK ATTACHED

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items (MAR 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:

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

x (22) 52.219-29 Notice of Total Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Apr 2011).

x (33)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

x (37) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d).

x (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).

x (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)).

ADDENDUM TO CONTRACT CLAUSES

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
52.225-14	Inconsistency Between English Version and Translation of Contract (FEB 2000)

The following FAR clauses are provided in full text: 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.

(End of clause)

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 Annex
Gedung Sarana Jaya
Jl. Budi Kemulyaan I No. 1
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 **DOJ/OPDAT 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 (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) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
(5) Complete name, location, and floor plan of dedicated room/s, security posture that represent high standard of security and safety and adequate fire escape facilities;
(6) 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

52.252-2CLAUSES 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)

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.

The quotation is open on May 23, 2013 and due on June 1, 2013, 15.00. 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 or email to JakartaPCU2@state.gov. Please note that your price should be valid for 30 days from June 1, 2013.