Request for Quotation (RFQ) PR-3391878 – M001
Promotional Merchandise for PAS – JKT and SBY

SECTION I. STANDARD FORM 1449 – LINK – PLEASE CLICK

Block 1: Requisition Number: Insert PR-3391878-M001; insert Page 1 of 12
Block 6: Solicitation Issue Date: Insert July 3rd, 2014;
Block 8: Offer Due Date/local time: Insert July 18th, 2014, 15.00;
Block 19: Put number "1";
Block 20: Put the following title "Promotional Merchandise for PAS – JKT and SBY";
Block 21: Put number "1";
Block 22: Put "Lot";
Block 26: Insert the total amount of your offer;
Block 30A: Put your signature;
Block 30b: Put your name & title;
Block 30c: Insert the date you sign this form;

I. SCOPE OF SERVICES – CONTINUATION OF SF1449

This solicitation is to provide promotional merchandise specially produced for the U. S. Embassy in Jakarta, in accordance with the specifications and terms and conditions set forth herein. The contract type will be a firm fixed price purchase order/contract. The prices submitted shall include labor, materials, overhead, packaging, profit and transportation necessary to deliver the required items to the Embassy.
The embassy will provide final designs for each item. Vendor will produce each item as describe below by providing proof/dummy for each items. Vendor shall allocate up to four (4) proofs/dummies for each items. **Proofs must be approved prior to production**.

The Government is planning to hold a pre-proposal conference to discuss the requirement. It will be held on **July 11th, 2014**, at the US Embassy Jakarta Annex. Prospective offerers interested to attend the conference should contact:
American Embassy Jakarta Attn: GSO/Procurement, Gedung Sarana Jaya at Jl. Budi Kemulyaan I No. 1 Jakarta, phone: 3435 9085 or fax: 3435 9910 / 352 4303. Please fax or email your memo of interest to the stated number or to putisariM@state.gov **July 10th, 2014 at 10.30** along with the company information (name, phone, fax and email), name of the attendees (max 3 persons), and their ID card numbers. Please don't forget to put the subject: **Promotional Merchandise for PAS – JKT and SBY**.

1. **Ballpoint with US Embassy Jakarta Logo, with specification:**
   Ballpoint with the US Embassy Jakarta Logo and the US flag as per design in the Appendix 1.

2. **Ballpoint with US Consulate Surabaya Logo, with specification:**
   Ballpoint with the US Consulate Surabaya Logo and the US flag as per design in the Appendix 1.

3. **Memo pad with US Embassy Jakarta Logo, with specification:**
   Size: 9.3 x 16.7 cm
   Cover material: AC 230gr, 4/4 FC + laminating doff
   Content material: HVS 80 gr (100 sheets)
   Finishing: spiral binding on the top side and plastic packaging per each pad
   Please refer to the design in Appendix 1.

4. **Memo pad with US Consulate Surabaya Logo, with specification:**
   Size: 9.3 x 16.7 cm

Cover material: AC 230gr, 4/4 FC
Content material: HVS 80 gr (100 sheets)
Finishing: spiral binding on the top side and plastic packaging per each pad
Please refer to the design in Appendix 1.

5. **Tote bag with US Embassy Jakarta Logo, with specification:**
   Material: Cotton Puring 100 gr (spon bon), include Velcro
   Size: 38cm (l) x 29cm (h) x 10c, (w)
   Color: Dark blue
   Full color textile printing (sablon), 2 sides
   Please refer to the design in Appendix 1.

6. **Tote bag with US Consulate Surabaya Logo, with specification:**
   Material: Cotton Puring 100 gr (spon bon), include Velcro
   Size: 38cm (l) x 29cm (h) x 10c, (w)
   Color: Dark blue
   Full color textile printing (sablon), 2 sides
   Please refer to the design in Appendix 1.

7. **4GB USB with US Embassy Jakarta Logo, with specification:**
   Model: USB with a rotated cover
   Keychain added at the end of USB
   Material: Metal
   Color: Silver and Black
   Finishing: Box with clear top per each USB
   Please refer to the design in Appendix 1.

8. **Keychain with US Embassy Jakarta Logo, with specification:**
   Keychain with US Embassy Jakarta Logo and list of social media accounts on each sides.
   Please refer to the design in Appendix 1.

9. **Keychain with US Consulate Surabaya Logo, with specification:**
   Keychain with Surabaya Consulate Logo and list of social media accounts on each sides.
   Please refer to the design in Appendix 1.

10. **Memo with flip top memo box with US Embassy Logo, with specification:**
    Memo box with the US Embassy Logos will be printed around the box cover, and memo paper with logos printed on each side of the paper.
    Memo paper:
    - Material: HVS white, 80 gr
    - Paper size: 13 cm (tall) x 7.5 cm (width) x 2 cm (thick)
    - Color: white
    - Logo: Embassy Facebook, twitter, website, YouTube and flicker on each side of paper
    - Content: 200 ea/box

    Memo box:
    - Size: 15 cm (tall) x 9 cm (width) x 3 cm (thick)
    - Material Carton: Both 40
    - Material (cover): Art Paper 120 gr with laminating doff
    - Color: White

- Logo (top): US Flag and "Public Affairs Section"
- Logo (side): Embassy Facebook, twitter, website and YouTube
- Plastic packaging per memo box

11. **Memo with flip top memo box with US Consulate Surabaya Logo, with specification:**
Memo box with the US Consulate Surabaya Logos will be printed around the box cover, and memo paper with logos printed on each side of the paper. The design will be the same with the US Embassy Jakarta memo; the difference will be in the wording.
Memo paper:
- Material: HVS white, 80 gr
- Paper size: 13 cm (tall) x 7.5 cm (width) x 2 cm (thick)
- Color: white
- Logo: Embassy Facebook, twitter, website, YouTube and flicker on each side of paper
- Content: 200 ea/box

Memo box:
- Size: 15 cm (tall) x 9 cm (width) x 3 cm (thick)
- Material Carton: Both 40
- Material (cover): Art Paper 120 gr with laminating doff
- Color: White
- Logo (top): US Flag and "Public Affairs Section"
- Logo (side): Embassy Facebook, twitter, website and YouTube
- Plastic packaging per memo box

II. PRICING The Contractor shall provide a firm fixed price in one currency (***USD or IDR)*** for,
RFQ# PR-3391878: Promotional Merchandise for PAS – JKT and SBY

Name of Company: ***Address & Phone number:***

Contract Person: ***E-mail address:***

CLIN#	Category	Qty	Unit	Unit Cost	V.A.T	Total Cost
1	**Ballpoint with US Embassy Jakarta Logo**	5,000	Ea			
2	**Ballpoint with US Consulate Surabaya Logo**	500	Ea			
3	**Memo pad with US Embassy Jakarta Logo**	5,000	Ea			
4	**Memo pad with US Consulate Surabaya Logo**	300	Ea			
5	**Tote bag with US Embassy Logo**	5,000	Ea			
6	**Tote bag with US Consulate Surabaya Logo**	500	Ea			
7	**4GB USB with US Embassy Jakarta Logo**	300	Ea			
8	**Keychain with US Embassy Jakarta Logo**	2,000	Ea			
9	**Keychain with US Consulate Surabaya Logo**	300	Ea			
10	**Memo with flip top memo box with US Embassy Logo**	3,000	Ea			

11	**Memo with flip top memo box with US Consulate Surabaya Logo**	500	Ea			
	GRAND TOTAL					

Note: Please read *Section I* for details of equipment and supplies, items, schedules, and the proposed type of function room/s, facilities and services provided.

III. TERMS AND CONDITIONS.

Quotation Period:
Quotation MUST be good for 30 calendar days after close of solicitation.

Shipping Condition:
Shipping must be free on board (FOB) destination US Embassy Jakarta Warehouse at Jl. Hang Jebat No. 45 Jakarta, INDONESIA, which means that vendor must deliver the goods on its conveyance at the destination specified by the embassy, and the vendor is responsible for the cost of shipping and risk of loss prior to actual delivery at the specified destination. The delivery shall me made between the hours of 08.00 – 15.00.
The government is expecting to have all the promotional items delivered by three (3) months after contract awarded.

DUNS Number Requirement:
This solicitation requires vendor to have DUNS Number prior to award, pursuant to applicable regulations and guidelines. Below a link which will take you to the D&B site for registration.
http://fedgov.dnb.com/webform/displayHomePage.do

For further inquiries on the registration process and the registration status, you may contact D&B International at govt@dnb.com or their representative office in Indonesia at:
D&B Indonesia (Ade M. Santoso)
ANZ Tower Level 23B, Jl. Jend. Sudirman Kav. 33A Jakarta 10220
Tel: (62-21) 57900939 Facs: (62-21) 57900938
www.dnb.co.id | dunsreq@dnb.co.id | operations@dnb.co.id

SECTION II. CLAUSES. (Download in PDF, size 26KB)

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

52.252-2CLAUSES 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
52.225-14	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 **PAS 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. SUBMISSION OF QUOTE.

Each offer/quotation must consist of the following:

A. Completed SF-1449 Form Section II to include pricing (based on Section I).
B. Detailed specification (product information sheet) and availability/delivery schedule of each items.
C. DUNS Number

SECTION IV. EVALUATION FACTORS

The Government intends to award a contract resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter. 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 which do not conform to the solicitation.

b) Technical Acceptability. Technical acceptability will include a review of items listed under Article B in Section 3.

c) Price Evaluation. The lowest price will be determined by price comparison among the technically acceptable and responsible offerors. The Government reserves the right to reject proposals that are unreasonably low or high in price.

d) Term of Payment. Government term of payment is 30 days upon received the item/s and proper invoice.

The quotation is due on **July 18, 2014,** at **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. Please note that your price should be valid for 30 days from July 18, 2014.

Appendix 1.

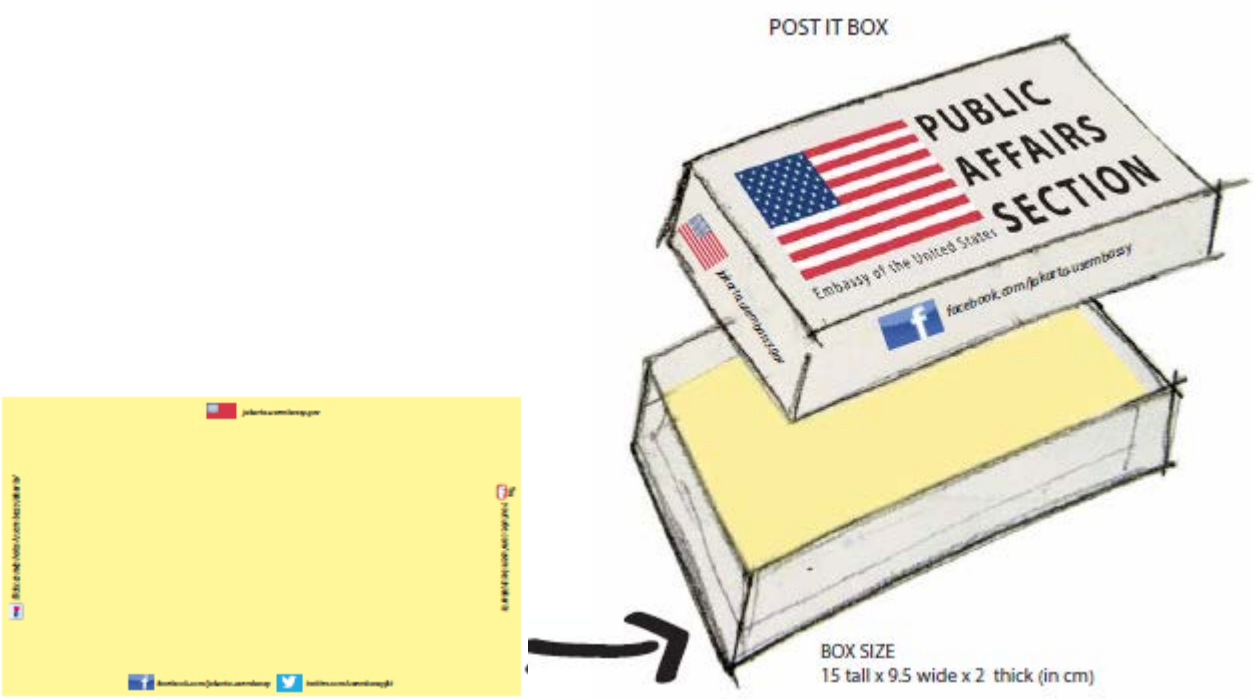
1. Ballpoint with Logo (US Embassy Jakarta & US Consulate Surabaya)

2. Memo pad with Logo (US Embassy Jakarta and US Consulate Surabaya)

3. Tote Bag with US Embassy Jakarta Logo

4. Tote Bag with US Consulate Surabaya Logo

5. 4GB USB with Logo (US Embassy Jakarta & US Consulate Surabaya)

6. Keychain with Logo (US Embassy Jakarta & US Consulate Surabaya)

7. Memo with flip top memo box with Logo (US Embassy Jakarta & US Consulate Surabaya)