

**Request for Quotations (RFQ) PR3955608 Welcome Kits/Furniture Pool**

**QUOTATION SHOULD FOLLOW SECTION III.**

**SECTION I. STANDARD FORM 1449 – AVAILABLE ON**

**[HTTP://PHOTOS.STATE.GOV/LIBRARIES/INDONESIA/502679/PCU/SF1449.PDF](http://PHOTOS.STATE.GOV/LIBRARIES/INDONESIA/502679/PCU/SF1449.PDF)**

Block 1: Requisition Number: **SID320-PR3955608**

Block 6: Solicitation Issue Date: **March 27, 2015**; Block 8: Offer Due Date/local time: **April 6, 2015, at 12:00 noon local time**

Block 19 through 22: No. **1**. Description: **Welcome Kits/Furniture Pool; Qty: 1 lot.**

**SCOPE OF SERVICES – CONTINUATION OF SF1449**

The contractor shall furnish and deliver the Welcome Kits/Furniture Pool to US Embassy 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 listed shall include the goods, packaging, profit, and transportation necessary to deliver required items to the US Embassy Jakarta.

**PRICING** The Contractor SHALL provide a firm fixed price in USD or Rupiah for VALUE ADDED TAX. Value Added Tax (VAT) is not included in the CLIN rates. Instead, it will be priced as a separate Line Item in the contract and on Invoices. Local law dictates the portion of the contract price that is subject to VAT; this percentage is multiplied only against that portion. It is reflected for each performance period. The portions of the solicitation subject to VAT are 10%

**RFQ #SID320- SID320-PR3955608: PAW Welcome Kits/Furniture Pool**

***Name of Company & logo:***  
***Contact Person:***

***Address & Phone number:***  
***E-mail address:***

***DUNS#:***

NO.	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Bath Towel, 100% Cotton, 27 Inch X 52 Inch , Cypress	10 Dozen		
2	Hand Towel, 100% Cotton, 16 Inch X 28 Inch , Cypress,	10 Dozen		
3	Wash Cloth, 100% Cotton, 13 inch x 13 inch, Cypress	10 Dozen		
4	Flat Sheet, T180, Queen, 90 Inch X 110 Inch, Seafoam	10 Dozen		
5	Fitted Sheet, T180, 9 Inch Pocket, Twin Size, 39 inch x 80 Inch	10 Dozen		
6	Flat Sheet, T180, Twin Flat Sheet, 66 inch x 108 inch Seafoam	10 Dozen		
7	Mattress Pads, Waterproof, Queen W/Anchor Bands 60 Inch X 80 Inch , White	160 EA		
8	Mattress Pads, Registry, Waterproof, Twin W/Anchor Bands, 39 Inch X 75 Inch , White	240 EA		
9	Device, Housekeeping, Polyurethane with rubber overmold handle. Blue.	6 EA		
10	Sheet And Bedspread Folders, Standard, 63 Inch High Construction. Royal Blue Baked-Enamel Finish. 12 Inch X 15 Inch Base.	1 EA		

11	Shower Curtain Hooks, 5 Brass Rollerballs	5 Pack		
12	Polyester Shower Curtain, Satin Stripe, 6x6,	12 EA		
	Champagne, Satin Stripe design, Polyester, 72 inch x 72 inch			
13	Fitted Sheet, T180, 9 Inch Pocket, Queen,	10 Dozen		
	60 Inch X 80 Inch ,Color: Seafoam Green			
14	Pillowcase, T180, 3 Inch Hem, Standard, 42 Inch X 36 Inch.	25 Dozen		
	Seafoam, Pillowcase Seafoam 42X36In			
15	Bath Sheet, 100% Cotton, 35 Inch X 68 Inch , Cypress, 22#	10 Dozen		
	Cypress			
16	Crib Sheets, Riegel® Mt. Vernon, Fitted, Portable,	6 EA		
	Mint, Designed specifically for use in the hospitality industry. Crib sheets are made of preshrunk cotton.			
	Sub Total			
	VAT 10% (reimbursable)			
	Grand Total			

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

**I. Description**

The Contractor shall provide the Furniture Pool according to Section 1 for the Embassy of the United States of America in Jakarta, Indonesia. The U. S. Government will pay the rates stated therein for the items in accordance rates provided by the contractor.

First set of each item (**mock up**) must be approved by requestor prior to the mass production.

1. Towel, 100% Cotton, 27 Inch X 52 Inch , Cypress 15 Lb Per Dozen, 100% Ring Spun Combed Cotton Made in USA	10 Dozen
2. Hand Towel, 100% Cotton, 16 Inch X 28 Inch , Cypress, 4.5#, 4.5 Lb per Dozen, 100% Ring Spun Combed Cotton. Made in USA	10 Dozen
3. Wash Cloth, 100% Cotton, 13 Inch X 13 Inch , Cypress, 1.5# Millennium, Wash Cloth, 13X13, 1.5 Lb Per Dozen, Cypress Made In USA	10 Dozen
4. Flat Sheet, T180, Queen, 90 Inch X 110 Inch, Seafoam Queen Flat Sheet T180	10 Dozen
5. Fitted Sheet, T180, 9 Inch Pocket, Twin Size,	10

	Dozen
39 Inch X 80 Inch , Seafoam, Fitted Sheet 39 Inch x 80 Inch	
	10
6. Flat Sheet, T180, Twin, 66 inch x 108 inch, Twin Flat Sheet, Seafoam 66 x 108	Dozen
7. Mattress Pads, Registry®, Waterproof, Queen W/Anchor Bands, 60 Inch X 80 Inch , White Spills And Accidents Are No Worry With Economical Waterproof Pads. 3-Ply With Center Vinyl-Film Core. Made Of 100% Polyester Felt. Non-Mildewing And Nonallergenic. Machine Wash With Less Than 2% Shrinkage.	160 EA
8. Mattress Pads, Registry®, Waterproof, Twin W/Anchor Bands, 39 Inch X 75 Inch , White Spills And Accidents Are No Worry With Economical Waterproof Pads. 3-Ply With Center Vinyl-Film Core. Made Of 100% Polyester Felt. Non-Mildewing And Nonallergenic. Machine Wash With Less Than 2% Shrinkage. Fitted Styles Are Also Available	240 EA
9. Device, Housekeeping, Polyurethane with rubber overmold handle. Blue. Made in the USA. Lifetime replacement warranty	6 EA
10. Sheet And Bedspread Folders, Standard, 63 Inch High Folders Provide You With A Low-Cost Extra Hand. That's Available To Help Any Time. One Person Can Fold 100 To 120 No-Iron Sheets Per Hour. Easy-To-Follow Instructions Are Included. All-Steel Construction. Royal Blue Baked-Enamel Finish. 12 Inch X 15 Inch Base.	1 EA
11. Shower Curtain Hooks, 5 Brass Rollerballs Shower curtain hook with 5 solid brass rollerballs chrome-plated the whole length 4" 100 each/pack	5 Pack
12. Polyester Shower Curtain, Satin Stripe, 6x6, Champagne, Satin Stripe design, Polyester, 72 inch x 72 inch, reinforced 3 ply header, sewn buttonhole eyelits	12 EA
	10
13. Fitted Sheet, T180, 9 Inch Pocket, Queen, 60 Inch X 80 Inch ,Color: Seafoam Green	Dozen

14. Pillowcase, T180, 3 Inch Hem, Standard, 42 Inch X 36 Inch Seafoam, Pillowcase Seafoam 42X36 In	25 DOZEN
15. Bath Sheet, 100% Cotton, 35 Inch X 68 Inch , Cypress, 22# Millennium, Bath Sheet, 35X68, 22 Lb Per Dozen, 100% Ring Spun Combed Cotton, Made In Usa Cypress	10 DOZEN
16. Crib Sheets, Fitted, Portable, Mint, Designed specifically for use in the hospitality industry. Crib sheets are made of preshrunk cotton.	6 EA

II. **Delivery Location and Time**

- A. The contractor shall deliver all ordered items to the US Embassy Jakarta. The addresses are:

Outside USA:

US Embassy Jakarta – Warehouse  
Jl. Hang Jebat No. 45  
Jakarta Selatan

USA:

American Embassy Jakarta  
Lincoln Moving & Storage  
8420 S. 190<sup>th</sup> St.  
Kent, WA 98031  
USA

- B. The contractor shall deliver all items not later *than 100* days after date of contract award, except approved.
- C. Any contractor personnel involved with the delivery of the items shall comply with standard U.S.

Embassy regulations for receiving supplies. The Contracting Officer's Representative (COR) will be responsible for instructing contractor personnel at the time deliveries are made. Prior notice of at least 3 working days [ x ] will be required.

- D. If delivery will be to U.S. Embassy, delivery shall be made between the hours of 08.00-15.00

With complete company information (name, phone, fax, and email), name of attendees (max 2 person), and ID card numbers.

**SECTION II. CLAUSES** (Commercial Items-Service) ([Download in PDF](#), size 31KB)

**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 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/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 specifications and drawing/picture for the items requested
  - (5) Reserve
- A.3. If required by the solicitation, provide either: Reserved

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)

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 3435-9000. 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 contractor shall submit invoices in an original and 1 (one) copy to:

**Financial Management Office  
US Embassy Jakarta  
Gedung Sarana Jaya  
Jl. Budi Kemuliaan 1/1  
Jakarta Pusat 10110**

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

The quotation is due on **April 6, 2015, at 12:00 noon local 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. Please note that your price should be valid for 30 days from April 6, 2015.