

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
			SID320-PR4202039	April 2nd 2015	
7. FOR SOLICITATION INFORMATION CALL	8. NAME Happy D.R.		9. TELEPHONE NUMBER (No collect calls) 62-21-3435-9080	10. OFFER DUE DATE/ LOCAL TIME 16:00 WIB	
9. ISSUED BY American Embassy Jakarta Jl. Merdeka Selatan Jakarta, Indonesia		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (NA) NAICS: SIZE STD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	12. DISCOUNT TERMS	
15. DELIVER TO American Embassy Jakarta Jl. Merdeka Selatan No. 3 Jakarta		16. ADMINISTERED BY See block 7a. Procurement Contracting Unit US Embassy Jakarta	17a. CONTRACTOR/ OFFICER CODE FACILITY CODE		
17b. CONTRACTOR/ OFFICER CODE FACILITY CODE		18a. PAYMENT WILL BE MADE BY American Embassy Jakarta Financial Management Officer Jl. Merdeka Selatan No. 3 Jakarta, Indonesia			
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	See the Scope of Work (SoW) <small>(Use Reverse and/or Attach Additional Sheets as Necessary)</small>	One	Lot		
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. <input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.					
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or Print)		31c. DATE SIGNED
			Laura Danylin		

STANDARD FORM 1449 (SF-1449)

Requisition Number SID320-PR4202039

Request for Quotations (RFQ)

Room and Services for Financial Investigating Techniques with IRS in Central Jakarta

Content:

Section 1: SF1449 information, Pricing, and Scope of work

Section 2: Clauses

Section 3: Solicitation Provision (Each offer MUST provide the information required per Section III: Solicitation Provision)

Section 4: Evaluation factors

SECTION I. STANDARD FORM 1449 (SF-1449)

Block 1: Requisition Number: SID320-PR4202039; Page 1 of 4 Block 6: Solicitation Issue Date: April 1st, 2015; Block 8: Offer Due Date/local time: April 12th 2015 at 4:00 PM. Block 19 through 22: No. 1.

Description Room and Services for Financial Investigating Techniques with IRS in Central Jakarta.

Offeror must also 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 SF-1449

This solicitation is to provide the following functions rooms and services for an event for period of April 26th – 30th 2015. The provider *should be at least 5 stars* hotels in Jakarta (Central Jakarta area)

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

CONTINUATION OF SF-1449: SCHEDULE OF SUPPLIES/SERVICES (BLOCK 20):
DESCRIPTION/SPEC Request for Quotations

Statement of Work (SoW) / Request for Proposal
Financial Investigating Techniques with IRS
Fundcite #

Note: Contractor should make sure that they quote on all required items on the SoW in their bidding documents submitted.

Hotel type : 5 stars hotels in Jakarta (Central Jakarta area)

Requirements:

- I. Accomodation : Single Occupancy
- Date : Nights of 26 April - 30 April 2015 (4 nights)
- Type of Bed : Single Bed - Queen / KingSize
- Number of rooms : 8 (eight) rooms of the same type (for 6 local participants, 2 experts)

II. MEETING PACKAGE :

A. Full Day Meeting Package (with Lunch + 2 breaks)

- Name of Event : Financial Investigative Techniques (fc#XXXX)
- Date : April 27-30 (3 Full Days and half day meeting package)
- Quantity : 36 (thirty six) pax (for 30 participants, 2 experts, 2 OPDAT, 2 translators)

B. ADDITIONAL BENEFIT

- Complimentary In-room internet connection

C. SPECIAL REQUIREMENTS:

MAIN MEETING ROOM:

- Room Size to suffice below arrangements
- No Pillars within the seating area
- Round tables style facing the front of the room (8 pax per table) set for 30 pax, 1 Rectangular Table with 5 seats for the Staff and faculty (on the side of the room), 1 Rectangular Table with 3 seats for Interpreter (at the back of the room)
- Six (6) extra chairs along back wall for drop in purposes.
- 1 Reception Table for 2 (two) seats (in foyer outside conference room)
- Electrical connections: for projector table and the two rectangular staff tables
- 2 Flip Charts (with two extra replacement charts) with colored markers
- 1 white board with erasable marker
- 2 Projection screen Lumens 3000 (1 screen for English version and 1 screen for Bahasa version).
- Basic Sound system (to support microphones)
- 2 Projector and Projector Table

- 4 wireless microphones
- Air Conditioned
- Standard Meeting Supplies
- A concierge on standby for troubleshooting any conference support problems.

D. Business Centre charges 1 lot Not To Exceeds IDR 5,000,000.

E. Airport pick up arrangements 4 x return 1 lot Not To Exceeds IDR2,000,000.

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 – COMMERCIAL 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

(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

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

(28) through (37) Reserved/not applicable

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

(39) through (41) Reserved

(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
 (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
 (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/I
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 Econ Officer

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 (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

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)
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-14 49, 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 proper invoice.

The quotation is open on April 2nd and due on April 12th 2015, at 16:00 WIB. Please follow instructions in *Section III* for a quotation to be considered and e-mail the quotation to: happydr@state.gov , with 30 days validity.

--End--