



Embassy of the United States of America

Amman, Jordan
December 17, 2012

Dear Prospective Offeror/Quoter:

The American Embassy- Amman has a requirement for a contractor to provide **Vehicle Cleaning Services**. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Scope of work.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 or via e-mail itanimm@state.gov by **13:00 pm, Wednesday December 26, 2012**. Oral quotations will not be accepted.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marquis Boyce".

Marquis Boyce
Contracting Officer

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES 1 1	
1. REQUEST NO. S-JO100-13-Q-0004	2. DATE ISSUED 12/17/2012	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY General Services Office, American Embassy, P.O. Box 354, Amman - Jordan			6. DELIVER BY (Date) 12/26/2012		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
NAME Mahmoud Itani / Contracting Assistant		TELEPHONE NUMBER AREA CODE: 00962 - 6 NUMBER: 5906026		9. DESTINATION a. NAME OF CONSIGNEE U.S Embassy Amman	
8. TO: a. NAME			b. STREET ADDRESS Al-Umawyeen St.		
b. COMPANY			c. CITY Amman - Jordan		
c. STREET ADDRESS Abdoun - Al Amawiyeen Street			d. STATE		
d. CITY		e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 12/12/2012		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			
11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Please provide your quotation as per attached Scope of Work				
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input checked="" type="checkbox"/> are not attached.					
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE AREA CODE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		NUMBER
d. CITY Amman		e. STATE	f. ZIP CODE	c. TITLE (Type or print)	

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1. Work Requirements:

The Contractor shall provide environmentally friendly and water-conserving vehicle cleaning services for U.S. Embassy Amman, Jordan. The Contractor shall:

- (1) Clean the inside and outside of each vehicle in accordance with the standard set by the Contracting Officer Representative (COR) and/or Motor pool Supervisor. The standard may change from day to day in accordance with the Embassy mission.
- (2) Use only environmentally safe and non-toxic cleaning detergents.
- (3) Use no more than 4 liters of water per car.
- (4) Have a minimum of 3 car cleaning personnel on duty during working hours.
- (5) Clean vehicles at the Motor pool area and other designated places on the Embassy compound as required by the COR and/or Motor pool Supervisor.
- (6) Furnish all managerial, administrative, and direct labor personnel necessary to accomplish the work.
- (7) Provide his/her own supplies including new car washing water pump, vacuum cleaners, buckets for water, clothes, sponges, shining liquid for the tires, ladders, and any other supplies needed to perform the work tasks.
- (8) Be on site only for contractual duties and not for other business purposes.

2. Working hours:

The Contractor will clean cars from 06:30 to 14:30 Sunday thru Thursday and from 08:00 to 12:00 Friday thru Saturday, including holidays.

3. Vehicles to be washed:

The Contractor will wash approximately 30 vehicles per day. However, the Contractor must have a minimum of 3 personnel on duty during working hours, regardless of the number of cars to be washed that day. Cars include but are not limited to the Ambassador's fleet, the Deputy Chief of Mission's vehicle, vehicles assigned for VIP visits, the Motor pool fleet, self-drive vehicles, and warehouse and facility vehicles.

4. Personnel:

The Contractor shall provide a qualified work force meeting the Contract. All management and labor personnel within the scope of this Contract must be submitted to the COR for approval. Each employee must pass an Embassy security background check. If an employee does not pass, the Contractor must submit an alternate to take his or her place. The workforce shall provide the services identified in this statement of work, locations and time frames for vehicles cleaning services will be determined by the COR and/or Motor pool Supervisor. The Contractor shall:

- (1) Furnish no less than 3 cleaners during working hours.
- (2) Prepare general instructions for his/her work force. Time schedule showing tasks, locations and frequencies should be submitted including the procedures, materials and equipment to be used. Only environmentally friendly materials may be used.
- (3) Enforce an Employee standard of conduct, including but not limited to maintaining satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity. The Contractor shall be responsible for taking disciplinary action with respect to employees as required. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.
- (4) Provide uniforms. The Contractor's employees shall wear clean, neat and identifiable uniforms, although not necessarily identical uniforms. All employees shall wear accreditation at all times.
- (5) Not engage in disorderly conduct, abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.
- (6) Not tolerate employee use of intoxicants and Narcotics. The Contractor shall not allow its employees to possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce similar effects.

5. Contracting Officer's Representative:

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.

- (1) The COR for this Contract is the Motor pool Supervisor
- (2) The COR is responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the Contract. The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the Contract.

6. Embassy Holidays:

The Department of State observes the following days as holidays:

New Year's Day
Martin Luther King's Birthday
Washington's Birthday
Prophet Mohammad Birthday
Jordanian Labor Day
Palm Sunday
Easter Sunday
Memorial Day
Jordanian Independence Day
U.S. Independence Day
U.S. Labor Day
Eid Al - Fitr
Columbus Day
Veterans Day
Thanksgiving Day
Eid Al – Adha
Islamic New Year
Christmas Day

7. Government Furnished Property:

The Government shall make the following property available to the Contractor as "Government furnished property (GFP)" for performance under the BPA:

- (1) Cleaning Water
- (2) Drinking Water
- (3) Electricity