



U. S. Department of State

The U.S. Consulate General Kolkata Vendor Day - 2014

TYPICAL PROCUREMENT CYCLE

- ◆ Identify need
- ◆ Secure funding
- ◆ Submit procurement request with all requirements
- ◆ Establish price range
- ◆ Issue solicitation
- ◆ Set timelines (will determine cost and schedule)
- ◆ Market survey
- ◆ Identify delivery location
- ◆ Issue RFQ/RFP
- ◆ Site visit, where applicable
- ◆ Technical and financial evaluation
- ◆ Award, and start of works/delivery
- ◆ Contract management - contractor performance reports
- ◆ Vendor payment - Agency approves invoices for payment

BLANKET PURCHASE AGREEMENTS

- ◆ Contracting Officer (CO) approves a BPA for use
- ◆ BPA is forwarded to Vendor for signature and acceptance
- ◆ BPA lists all names of authorized BPA callers
- ◆ BPA Caller MUST present a valid identity card to vendor to check against approved BPA
- ◆ BPA Caller is given a copy of the invoice and delivery note for purposes of receipt of goods by U.S. Mission
- ◆ At the end of each month, vendor submits to the DBO

BUSINESS ETHICS

- ◆ The U.S. Government upholds the highest level of business ethics in contracting and encourages transparent competition; businesses that contravene ethical standards may be barred from doing business with any U.S. Government entity
- ◆ 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 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 Officer. If concerns remain unresolved, contact the Department of State Competition Advocate, Office of the Procurement Executive (A/OPE), Suite 9000, SA-27, Washington, DC 20522-2712. (DOSAR 652.206-70)

TAX EXEMPTIONS

The US Consulate General is exempt from payment of Service Tax per Ministry of External Affairs Notification No. D-II/451 (2)/77/2006(i) dated June 1, 2007 and Ministry of Finance, CBEC Notification No.33/2007- Service Tax dated May 23, 2007 and from VAT vide Notification No. 6/2002 - Central Excise, date 01st March 2002. The Consulate will submit an undertaking, in original and bearing a running serial number and date, stating that the service rendered and/or the product purchased is for official use of the Mission along with a copy of this Certificate to the vendor/ service provider for availing the exemption.

PAYMENT TERM

All payments are made through EFT within 30 days from the date of receipt of a **proper** invoice, or after goods/services have been accepted, whichever is later.

The description in the invoice MUST match the description in the purchase order to avoid delay in processing.

QUALIFICATION CRITERIA

- ◆ Technically qualified and financially responsible to perform the work described in the solicitation;
- ◆ Be able to understand written and spoken English;
- ◆ Have an established business with a permanent address and telephone listing;
- ◆ Be able to demonstrate prior experience associated with the statement of requirement or scope of work suitable references;
- ◆ Have the necessary personnel, equipment and financial resources available to perform the work;
- ◆ Have all licenses and permits required by local law;
- ◆ Meet all local insurance requirements;
- ◆ Have the ability to obtain or to post adequate performance security, such as bonds, irrevocable letters of credit, or guarantees issued by a reputable financial institution as required;
- ◆ Have no adverse criminal record;
- ◆ Have no political or business affiliation which could be considered contrary to the interests of the United States; and
- ◆ Abide by the stated clauses of the Federal Acquisition Regulations (FAR) and Department of State Acquisition Regulation (DOSAR)

SELECTION CRITERIA

- ◆ Award is made to the lowest priced, technically acceptable, and responsible bidder;
- ◆ The U.S. Government determines acceptability by assessing the offeror's compliance with the terms of the RFQ/Solicitation;

The U.S. Government determines responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- ⇒ 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.

APPLICABLE REGULATIONS

- ⇒ FAR - www.acquisition.gov/far/
- ⇒ DOSAR - <http://aope.a.state.gov/dosar>

IMPORTANT

- ◆ Solicitations above USD 15,000.00 are posted to the Consulate website:
<http://kolkata.usconsulate.gov/gso.html>
- ◆ All Contracts **MUST** be signed by the Contracting Officer, otherwise they are not binding and payment is not guaranteed.
- ◆ **Only** the Contracting Officer may direct the vendors, **in writing**, to make any type of contract modifications / changes.

VENDOR REGISTRATION

All vendors/contractors are encouraged to register and obtain a DUNS number at www.dnb.com

DUNS = Data Universal Numbering System

CONTACTS

Contracting Officer - 3984-2400

Procurement - 3984-2534 & 3984-2535

Receiving (for delivery of goods) - 3984-2411/98312-27325

Finance (for payment inquiries) - 3984-2538