REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)	THIS RFQ ☐ IS ☐ IS NOT A SMALL BUSINESS SET-ASIDE	PAGE OF PAGES

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
SRP-380-14-Q-0014	12/03/2013	PR3000997	▶	

5a. ISSUED BY	6. DELIVER BY (Date)
GSO/Contracting & Procurement	

5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY
NAME	TELEPHONE NUMBER		☐ FOB DESTINATION ☐ OTHER (See Schedule)
	AREA CODE	NUMBER	9. DESTINATION
Bernadette B. Legayada	632	301-2000 x 2975	a. NAME OF CONSIGNEE

8. TO:			
a. NAME	b. COMPANY		b. STREET ADDRESS
c. STREET ADDRESS			c. CITY
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)	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.
12/18/2013 ; 4:00 PM	

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The US Embassy Manila invites you to submit a quotation in connection with the Hotel Accommodation and Conference Requirements in connection with Tri-Lat Crime Terror Nexus on February 6-14, 2014 Please see attached for the complete requirements. The attached FAR/DOSAR Clauses will form part of the resultant order. Note: All actions which are over $25K, prospective vendor must be registered within the Central Contractor Registration (CCR) which is now under System of Award Management (SAM). **APPROVALS:** NAGO/ : CO:				

12. DISCOUNT FOR PROMPT PAYMENT ▶	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER	d. CALENDAR DAYS PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ 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		
b. STREET ADDRESS	16. SIGNER	
	a. NAME (Type or print)	b. TELEPHONE AREA CODE
c. COUNTY		
d. CITY / e. STATE / f. ZIP CODE	c. TITLE (Type or print)	NUMBER

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Previous edition not usable

STANDARD FORM 18 (REV. 6-95)
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

Subject:	Conference Venue and Hotel Accommodation
Document Summary:	The U.S. Embassy of Manila invites to submit for a quotation in connection with the Hotel Accommodation and Conference Requirements in connection with Tri-Lat Crime Terror Nexus on February 6-14, 2014. Please see attached for the complete requirements.
Remarks:	Price offer shall be firm fixed-price, VAT exempt. The U.S. Government is exempt from paying the ad valorem/specific tax, customs and duties imposed by the Philippine Government under Section 106(a) and 109 of the Tax Code of 1997, respectively. Thus, price(s) shall be billed to the U.S. Government net of ad valorem tax, value added tax, customs and duties. Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of the items ordered and the original copy of invoice. The Direct Deposit Sign Up Form for EFT payment will be provided to the vendor upon award. All items should be delivered to US Embassy Manila Seafront Compound, Pasay City. See attached document for further remarks, including applicable clauses. The RFQ is valid until 4:00 PM , 18 December, 2013

INSTRUCTIONS:

You may submit your firm fixed price quotation addressed to Ms. Nenita Whitaker, Contracting Officer through e-mail to LegayadaBB@state.gov or send through fax at +632 548-6762.

For further queries, please get in touch with Ms. Dette Legayada at 301-2975. Kindly ensure that all requirements are addressed in your proposal.

LOCAL VENDORS/SUPPLIERS/CONTRACTORS

You may submit your firm fixed price (Exclusive of VAT) through e-mail to LegayadaBB@state.gov or send through fax at +632 548-6762.

NOTE: All actions which are over $25K, prospective vendors must be registered within the Central Contractor Registration (CCR) which is now under System for Award Management (SAM). Refer to site for details on the registration process: http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60 (please see attachment)

PR3000997: CONFERENCE VENUE FOR THE APCSS CRIME-TERROR NEXUS WORKSHOP/ICITAP Tri Lat Conference on Investigation and Development of Terrorist Related Cases

I. Room Accommodation

	DESCRIPTION	ROOMS	CHECK-IN	CHECK-OUT	NIGHTS	COST/RM/NIGHT,PHP	TOTAL COST:
1	***Single Room (minimum guarantee)***	29	2/10/2014	2/14/2014	4		
2	***Single Room (minimum guarantee)***	5	2/6/2014	2/14/2014	9		
3	***Single Room (minimum guarantee)***	6	2/8/2014	2/14/2014	6		
4	***Single Room (minimum guarantee - ICITAP)***	45	2/10/2014	2/14/2014	4		
	TOTAL:						**0.00**
	Inclusions: (pls. mark the columns with an "x" if the ammenities are "yes", inclusive / "no" not inclusive with the room rate. Kindly fill up "cost of additional ammenities / night" in non inclusive.	**YES**	**NO**	***cost of additional ammenities/night, PHP***			**TOTAL COST:**
a	Complimentary Buffet Breakfast						
b	Complimentary wi-fi access						
c	Complimentary laundry (3 pieces)						
d	Complimentary 2 way transportation (pick up & drop off)						
e	*Complimentary 4 bottles water per day*						
f	Complimentary local phone calls						
g	Complimentary parking pass for in-house guests						
h	Complimentary use of fitness center & swimming pool						
	TOTAL:						**0.00**
	TOTAL ROOM RATES, PHP:						**0.00**

II. Function Rooms

	DESCRIPTION	NO. OF PAX	BEGIN DATE	END DATE	NO. OF DAYS	COST/DAY, PHP	TOTAL COST:
1	Function Room (classroom seating set-up for up to 90 participants and 20 observers on the sides) Skirted tables please	110	2/10/2014	2/13/2014	3		
	Internet available (Complimentary)						
	Bottled Water service on tables/replenish during breaks/lunch (Complimentary)						
	Notepad, pens/pencils and mint candies (Complimentary						
2	Meal Requirements:						
	AM and PM Snacks	100	2/11/2014	2/13/2014	3		
	Lunch Buffet with 1 round of drink	100	2/11/2014	2/13/2014	3		
	Flowing Coffee and Tea (complimentary)	100	2/11/2014	2/13/2014	3		
	Mint candies (complimentary)	100	2/11/2014	2/13/2014	3		
	TOTAL:						**0.00**
	Inclusions: (pls. mark the columns with an "x" if the ammenities are "yes", inclusive / "no" not inclusive with the room rate. Kindly fill up "cost of additional ammenities / day" if in non inclusive.	**YES**	**NO**	***cost of additional ammenities/day, PHP***			**TOTAL COST:**
1	Complimentary and exclusive use of function room						
	Bottled water service						
	Notepad, pens/pencils and mint candies						

2	3 break-out rooms (conference table for 16 pax) for Feb 11-13, 2014						
	Bottled water service						
	Notepad, pens/pencils and mint candies						
3	1 break-out room (classroom seating for 50 pax, 10 observers on the side) for Feb 11-13, 2014, 7am to 6pm (ICITAP)						
	Bottled water service						
	Notepad, pens/pencils and mint candies						
4	1 Secretariant room near the ballroom (Feb 10-13, 2014)						
	Line walls with 6 ft tables with 1 round table and 12 chairs						
	Bottled water service						
	Flowing Coffee/Tea for Crew						
	Notepad, pens/pencils and mint candies						
5	1 Separate Lunch Venue Feb 11-13, 2014 (should be complimentary)						
6	Registration Area - Outside of Plenary Room: Feb 11-13						
PLENARY FUNCTION ROOM for Feb 11-13, 2014 - Audio Visual Reqmts							
7	1 LCD Projector (5000 lumens) (Feb 10 - 13, 2014)						
8	1 Wide Screen (Feb 11-13, 2014)						
9	Podium w/microphone (Feb 11-13, 2014) connected to sound system						
10	24 goose microphones (Feb 11-13, 2014)						
11	2 floor microphones (Feb 11-13, 2014) should be complimentary						
12	Flags of participating countries with stand Feb 11-13, 2014 (Should be complimentary) (Indonesia, Malaysia, Philippines & United States)						
13	Internet Capability for Presentations - Own Laptop						
BREAK-OUT ROOMS for Feb 11-13, 2014 - Audio Visual Reqmts							
14	3 LCD Projectors (1 each room) (2000 lumens) Feb 11-13, 2014						
15	3 Screens (1 each room) Feb 11-13, 2014						
16	3 whiteboards (1 each room) should be complimentary Feb 11-13, 2014						
17	3 flipcharts/easels (1 each room) Feb 11-13, 2014						
18	Internet Capability - Own Laptop						
BREAK-OUT ROOM for 60 Pax - Feb 11-13, 2014 - Audio Visual Reqmts							
19	LCD Projector (5000 lumens) Feb 11-13, 2014						
20	Projection Screen Feb 11-13, 2014						
21	Whiteboard should be complimentary Feb 11-13, 2014						
22	Flipchart/easel Feb 11-13, 2014						
23	Podium w/microphone (Feb 11-13, 2014) connected to sound system						
24	2 floor microphones (Feb 11-13, 2014) should be complimentary						
25	Internet Capability - Own Laptop						

SECRETARIAT ROOM for Feb 10-13, 2014 - Audio Visual Reqmts							
26	1 Printer w/fax capability Feb 10-13, 2014						
27	1 flipchart/easel Feb 10-13, 2014						
28	Copier Feb 11-13, 2014 - Must have backup machine plan						
29	Toners/ Ink						
30	House phone for in-house and local calls Feb 10-13, 2014						
31	Internet Capability - Own Laptops						
LUNCHROOM VENUE for Feb 11-13, 2014 - Audio Visual Reqmts							
32	Podium w/microphone Feb 11-13, 2014						
33	LCD Projector (5000 lumens) Feb 11-13, 2014						
34	Screen for projector Feb 11-13, 2014						
35	Internet Capability - Own Laptop						
	TOTAL:						**0.00**
	TOTAL FUNCTION RM. RATES, PHP:	110					**0.00**

III. **GRAND TOTAL:**

TOTAL ROOM RATES, PHP:	0.00
TOTAL FUNCTION RM. RATES, PHP:	0.00
GRAND TOTAL , PHP:	**0.00**

ICITAP Costs
APCSS-JUSMAG/ICITAP Cost Share
No highlights - APCSS/JUSMAG costs

CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-55)

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA 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. Also, the full text of a clause may be accessed electronically at this address: https://www.acquisition.gov/far

DOSAR clauses may be accessed at: http://www.statebuy.state.gov/dosar/dosartoc.htm

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	Feb 2012
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.225-25	Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran – Representation and Certification (applies to acquisitions above the micropurchase threshold)	NOV 2011
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.204-13	**System for Award Management Maintenance**	**JUL 2013**

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (MAY 2012)

(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)). (applies for all orders)

____ 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).

(Alternate I (AUG 2007) *[if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees])*

(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:

[Contracting Officer check as appropriate]

	Clause Number and Title
	(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
	(2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).
	(3) [Reserved].
	(4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (FEB 2012) (Pub. L. 109-282) (31 U.S.C. 6101 note). (in all solicitations and contracts of $25,000 or more)
	(5) [Reserved].
	(6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (DEC 2010) (31 U.S.C. 6101 note). (if contract value exceeds $30,000)
	(7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (FEB 2012) (41 U.S.C. 2313). (contract value exceed $500,000 and offeror's total federal contracts value are over $10,000,000)
	(8) – (26) [Reserved].

	(27) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (MAR 2012) (E.O. 13126).
	(28) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
	(29) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
	(30) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).
	(31) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
	(32) 52.222-37, Employment Reports Veterans (SEP 2010) (38 U.S.C. 4212).
	(33) – (37) [Reserved].
√	(38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (AUG 2011) (E.O. 13513). *[Check for all orders]*
	(39) – (40) [Reserved].
	(41) 52.225-5, Trade Agreements (MAY 2012) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).
√	(42) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
	(43) – (46) [Reserved].
	(47) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
√	(48) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
	(49) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).
	(50) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
	(51)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).
	(ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, 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:

[Contracting officer check as appropriate.]

	Clause Number and Title
	(1) – (6) [Reserved].
	(7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 110-247).
	(8) 52.237-11, Accepting and Dispensing of $1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)). *[Check if order is for services that involve business operations conducted in U.S. coin and currency, including vending machines]*

(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.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) *[This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.]* Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down
shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (JAN 2011) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $650,000 ($1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) [Reserved]

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) [Reserved].

(ix) 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)).

(x) – (xii) [Reserved].

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): "(c) The current rate under the Department of State contract is *[contracting officer insert rate]* of compensation for services."	JUN 2006
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70 Department of State Personal Identification Card Issuance Procedures (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at http://www.state.gov/m/ds/rls/rpt/c21664.htm .

(End of clause)