

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO. SRP-380-14-Q-0035	2. DATE ISSUED 01/31/2014	3. REQUISITION/PURCHASE REQUEST NO. PR3129811	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY GSO/Contracting & Procurement			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME Bernadette B. Legayada		TELEPHONE NUMBER AREA CODE: 632 NUMBER: 301-2000 x 2975		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE	
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) 2/18/2014 4pm		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)
	<p>The US Embassy Manila invites you to submit a quotation for Hotel Accommodation and Conference Package in Metro Manila for MILOPS Conference 2014.</p> <p>Please see attached for the Complete Scope of Work</p> <p>Approvals: NAGO:  NVM: </p> <p>The attached FAR/DOSAR Clauses will form part of the resultant order.</p> <p>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).</p>				

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 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			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

Subject: HOTEL ACCOMMODATION AND CONFERENCE PACKAGE IN METRO MANILA FOR MILOPS CONFERENCE 2014

The U.S. Embassy of Manila invites you to submit a quotation for Hotel Accommodation and Conference Package in Metro Manila for MILOPS Conference 2014.

As per attached Scope of Work.

Document Summary:

Note:

Questions/ Inquiries in connection with this RFQ must be submitted on or before February 5, 2014 4:00 PM through e-mail.

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** February, 2014

Instructions: 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. For further queries, please get in touch with Ms. Dette Legayada at 301-2000 x 2975.

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)

27th Annual International Military Operations and Law Engagement

Dates: 27 April – 1 May 2014

Engagement Overview

Background: The 27th Annual International Military Operations and Law Engagement (MILOPS) is an integral part of U.S. Pacific Command's (USPACOM) Theater Security Cooperation Program, offering a unique opportunity to share and exchange views with senior authorities in the legal, policy, and operational arenas whose mission it is to support their respective military and national security establishments. MILOPS provides an interactive forum for counterparts from more than 30 nations to discuss legal issues and legal-policy-related topics of mutual interest. It also provides an opportunity to develop professional relationships with counterparts from a wide variety of backgrounds, professional experiences, and national traditions. The agenda topics may include legal issues associated with homeland defense, responses to terrorism, international armed conflict, and humanitarian assistance/disaster relief.

MILOPS 2013 was held in Bangkok, Thailand, and was well attended by over 180 participants from throughout the USPACOM Area of Responsibility, which spans 37 countries throughout Asia and the Pacific Region. Past attendees have included U.S. and foreign senior civilian and military leaders, civilian legal counsel and military legal advisors, as well as leading academics in international law and policy makers from ministries of State and Defense.

Performance Statement of Work

Objective: The objective of this requirement is to obtain contractor support services to conduct the 27th Annual International Military Operations and Law Engagement.

Scope: The scope of this contract is limited to accomplishing the Performance Statement of Work (PSOW) and subsequent tasks identified in the PSOW.

PSOW: The Contractor is responsible for providing all management, supervision, labor, conference rooms, hotel rooms, information technology/audio-visual equipment, and related supplies and services for MILOPS in 2014, exact date is (27 April thru 1 May 2014). Approximately 180 participants will attend the conference.

TASKS: The contractor shall provide the following:

1. **Administrative Room (CLIN 0001):** The Administrative Room, also known as the "Command Center," serves as the check-in, registration, and operational support service center throughout the engagement. Requirements for the Administrative Room are listed below.
 - a. **Size/Availability:** Minimum size of 750 sq. ft. to comfortably accommodate ten (10) persons. The contractor shall completely set up the room with all required computers, equipment, tables, chairs, etc., to be operational from 12:00 pm (noon) on Saturday, through 6:00 pm on Thursday (26 Apr – 1 May).
 - b. **Electrical Supply:** The Administrative Room must have sufficient electricity supply to provide power to the computers and copy machine listed in the Information Technology/Audio Visual portion of the Statement of Work.
 - c. **Controlled Access:** Command Center to have controlled access (locking door) with four (4) keys provided to conference organizers. The room is reserved for the Government's use from 12:00 pm (noon) on Saturday, 26 April to 6:00 pm on Thursday, May 1st.

- d. Tables/Chairs: Contain nine (9) six-foot (6') skirted tables with two chairs each. Tables to be arranged U-shaped style to accommodate the flow of participants through the room and different stations (registration/check-in, conference materials, etc.).
- e. Telecommunications: Contain one (1) house phone line with in-house and local calling capability, one (1) direct dial commercial phone line with conference phone number/long distance access. Five (5) high-speed broadband internet connections are required for the Command Center (connections will be used by registration, administration, paying agent, conference coordinator, and speaker coordinator) and three (3) high-speed broadband internet connections stations (with partitions) are required outside of the Conference Room (for conference delegates). See paragraph titled "Information Technology/Audio Visual Requirements" in this Statement of Work for a complete description.
- f. Miscellaneous: Contain one (1) white board with markers and one (1) message board with pins or magnets and appropriate easels or stands, waste baskets, and nearby access to restrooms.
- g. Final Room Arrangement: In the Command Center, the Paying Agent Section will be separated with dividers and include two (2) tables and a separate lounge area. It is anticipated the Government will conduct a post-award conference immediately after contract award to make final arrangements with the Contractor as to the layout/organization of the Command Center.

2. Main Conference Room (CLIN 0002): The main Conference Room must be co-located at the hotel selected. The attendees' seats in the main Conference Room will have an unobstructed view of the Main Stage. Under no circumstances may any sound from adjoining rooms or other areas of the facility interfere with the presentations. Requirements for the Main Conference Room are listed below.

- a. Size/Availability: Minimum size of 5,000 sq. ft. to comfortably accommodate two hundred (200) conference participants with classroom style seating. The room must be completely set up with all required computers, equipment, tables, chairs, etc., and operational from 12:00 pm (noon) on Sunday, April 27th through 6:00 pm on Thursday, May 1st.
- b. Electrical Supply: Contain sufficient electricity supply to provide power to the requirements listed in the Information Technology/Audio Visual portion of this Statement of Work.
- c. Controlled Access: Room to have controlled access (locking door) with four (2) keys provided to conference organizers.
- d. Tables/Chairs: Provide square or rectangular skirted tables and chairs set up classroom style with central aisles to comfortably accommodate two hundred (200) conference participants. Drinking water (serving containers and glasses) to be pre-set on each table for conference attendees each day.
- e. Main Stage: A main stage to be placed front-center of the Main Conference Room. The specific requirements of the main stage are listed below.
 - 1. The stage is to be raised approximately sixteen-inches (16") above the height of the room floor. The stage is to be of sufficient size to hold the required tables, chairs, and two (2) 10 foot by 14 foot projection screens (one stage left, one stage right) with rear screen projection and accompanying projectors, as outlined in this Statement of Work.
 - 2. Three (3) six-foot (6') tables with three (3) chairs each to be placed stage-center. Drinking water (serving containers and glasses) to be pre-set on each table for conference panel and speakers, and changed between panels.

3. A podium provided and arranged stage right. Contractor will provide the Government with the podium dimensions one (1) week after award of contract so that the Government will be able to create and provide its own MILOPS podium signage.

4. The view of the Main Stage from all conference participant seating areas must not be compromised or altered by structural support columns or partial walls.

f. Final Room Arrangement: It is anticipated the Government will conduct a post-award conference to make final arrangements with the Contractor as to the layout/organization of the Main Conference Room immediately after contract award.

g. Reception Area/Break Space: Provide a reception area adjacent to the Main Conference Room for reception tables/refreshments/coffee station area (**AM and PM snacks**). (**LUNCH WILL NOT BE PROVIDED BY CONFERENCE HOST**). Provide one (1) white board with markers and easel or display stand to write announcements for delegates. This area to be available to conference attendees from 6:00 am to 7:00 pm daily Monday through Thursday (28 Apr – 1 May).

3. Information Technology/Audio Visual Requirements (IT/AV) (CLIN 0003): The IT/AV requirements are listed below.

a. IT/AV Technician:

1. The Contractor to provide one (1) full-time IT/AV technician for the following hours: 1200 to 1800, Saturday and Sunday (26 – 28 Apr); 0730 to 1800 daily Monday through Thursday (28 Apr – 1 May).

2. The IT/AV person is required to provide technical support for the engagement and perform the following tasks: Set up all IT/AV equipment and conduct testing to ensure proper operation; troubleshoot and resolve any IT/AV equipment deficiencies in the most efficient manner; assist conference participants with using IT/AV equipment; and disconnect/break down equipment after the last day of the engagement.

b. Administrative Center IT/AV Requirements:

1. Copy Machine: One (1) high speed/high volume photocopier machine with stapling and duplex capability (black and white, color optional). The copy machine is required from 12:00 pm (noon) on Saturday through 6:00 pm on Thursday.

2. Computers: Eight (8) desktop computers (CPU, Monitor, mouse, and keyboard) with Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Access, Microsoft Excel, Microsoft Outlook, Adobe Acrobat Reader, and Internet Explorer software installed. Also, each computer must have CD/RW capability and USB ports.

3. Internet: All eight (8) computers in the Command Center and outside the Conference Room must be connected to a high-speed broadband Internet connection.

4. Computer Printers: Two (2) high-speed color laser printers (NOT inkjet) networked to the five (5) computers in the Command Center as described above in paragraph 3(b)2 (note: the three (3) computers for the conference delegates do NOT need to be networked to printers). The printers must be capable of producing color, 8 ½" X 11" conference certificates, table tents for assigned seating, and nametags with speed and efficiency.

c. Main Conference Room IT/AV Requirements:

1. Projection System: Rear-projection screens with projectors and dress kit. The projection screens will be connected to the two Main Conference Room computers to display conference presentations.
2. Sound System: Sound system and/or audio mixer for clear and audible presentation appropriate for room size. Ten (10) total microphones - four (4) located on the main stage tables; four (4) floor microphones positioned throughout the main conference room to be used by conference attendees; one (1) lapel clip-on microphone; and, one (1) microphone at the podium located stage right.
3. Computer: Two (2) desktop computers (CPU, Monitor, mouse, and keyboard) with Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Adobe Acrobat software installed. Computers must have CD/RW and USB capability. Computers must also have ample Random Access Memory (RAM) to process large graphic files with sound, ease, and efficiency (computers must not freeze due to insufficient RAM). Computers' speaker system to be connected to main sound system. Tables with computers will be set up along the wall in front of stage right.
4. A/B Switch Box: An analog A/B switch box must connect the two (2) computers mentioned above, as the agenda coordinator will be switching back and forth between presentations on both computers.
5. Repeater: One (1) 18" LCD monitor (repeater) to be placed adjacent to the podium on the main stage conference room.

4. Guest Speaker Hotel Rooms (CLIN 0004): The Contractor is required to block and hold eighteen (18) hotel rooms (single occupancy) for Guest Speakers. The rooms to be a minimum of 250 sq. ft. of living space and equipped with a TV, phone, and in-room safe. **Funding for Guest Speaker Hotel Rooms shall be paid with funds from the contract.**

a. Anticipated check in date for these rooms is on Saturday (26 Apr) and check out on Friday (2 May). The Contractor will accept registrations directly from guests who identify their participation in MILOPS. Contractor will provide a hotel reservation form or hotel registration link to the conference organizers to post on the conference website. The contractor will transmit a weekly update of room reservations and transportation requests to the conference organizers.

b. For Guest Speaker Hotel Rooms, the Government is only liable for the basic room rate charge, taxes, and other customary room charges for these rooms as listed in CLIN 0004 in the Schedule of Prices for Supplies and Services ("Schedule"). The breakdown of room charges each night including room rate, taxes, and other customary charges is as follows:

Basic Room Rate: _____
Taxes: _____
Other Customary Charges (Identify charges separately): _____

These rooms will be made available at this price up until (2) weeks prior to commencement of this conference.

c. If the guest staying in these rooms incurs other charges such as dinner, room service, phone calls, or other services, it is the responsibility of the Contractor to collect payment of these non-room rate charges from the guest. The Government will not be liable for any non-room rate charge for these rooms.

d. Due to protocol and other considerations, the contractor will verify and coordinate rooming assignments and room upgrades for VIPs with the Conference Organizers.

e. Of the 18 blocked Guest Speaker Rooms, should any of these rooms remain unconfirmed and no confirmation of accommodation is provided to the Contractor two weeks prior to the conference start, the Contractor may release the block on the remaining unconfirmed rooms and use them in another manner. The Contractor shall inform the Conference Organizers prior to releasing the rooms and then notify the Contracting Officer once the rooms are released in order for a modification to be issued to reduce the cost.

5. International Attendee Hotel Rooms (CLIN 0005): The Contractor is required to block and hold sixty (60) hotel rooms (single occupancy) for International Attendees. The rooms to be a minimum of 250 sq. ft. of living space and equipped with a TV, phone, and in-room safe. **Funding for International Attendees shall be paid with U.S. Government credit card, separate from this contract.**

a. Anticipated check in date for these rooms is on Saturday (26 Apr) and check out on Friday (2 May). The Contractor will accept registrations directly from guests who identify their participation in MILOPS. Contractor will provide a hotel registration form to the conference organizers to post on the conference website. The contractor will transmit a weekly update of room reservations and transportation requests to the conference organizers.

b. For International Attendee Hotel Rooms, USPACOM is only liable for the basic room rate charge, taxes, and other customary room charges. The breakdown of room charges each night including room rate, taxes, and other customary charges is as follows:

Basic Room Rate: _____
Taxes: _____
Other Customary Charges (Identify charges separately): _____

These rooms will be made available at this price up until (2) weeks prior to commencement of this conference.

c. If the guest staying in these rooms incurs other charges such as dinner, room service, phone calls, or other services, it is the responsibility of the Contractor to collect payment of these non-room rate charges from the guest. The Government will not be liable for any non-room rate charge for these rooms in this contract.

d. Due to protocol and other considerations, the contractor will verify and coordinate rooming assignments and room upgrades for VIPs with the Conference Organizers.

e. Of the 60 blocked the International Attendee Hotel Rooms, should any of these rooms remain unconfirmed and no confirmation of accommodation is provided to the Contractor two weeks prior to the conference start, the Contractor may release the block on the remaining unconfirmed rooms and use them in another manner. The Contractor shall inform the Conference Organizers and contracting officer prior to releasing the rooms. The cost of the rooms released in this manner will not be charged to this contract.

6. Other Hotel Rooms: The Contractor is required to block and hold one hundred (100) hotel rooms (single occupancy) for conference attendees (in addition to the Guest Speaker and International Attendees rooms) who may be staying at the hotel. The rooms to be a minimum of 250 sq. ft. of living space and equipped with a TV, phone, and in-room safe. **The cost of these rooms is not charged to this contract and the individual guest shall be responsible for payment.**

a. Anticipated check-in date for these rooms is on Saturday (27 Apr) and check out on Friday (2 May). The Contractor will accept registrations directly from guests who identify their participation in MILOPS.

Contractor will provide a hotel registration form to the Conference Organizers to post on the conference website. The Contractor will transmit a weekly update of room reservations and transportation requests to the Conference Organizers.

b. The Government will not be liable for the basic room rate charge, taxes, and other customary room charges for these rooms and these amounts will be paid by each individual guest. The breakdown of room charges each night including room rate, taxes and other customary charges is as follows:

Basic Room Rate: _____
Taxes: _____
Other Customary Charges (Identify charges separately): _____

These rooms will be made available at this price up until (2) weeks prior to commencement of this conference.

c. The guests staying in these rooms are responsible for paying the room rate and all other charges to the Contractor. The Government will not be liable for any charges associated with the Other Hotel Rooms.

d. Due to protocol and other considerations, the contractor will verify and coordinate rooming assignments and room upgrades for VIPs with the Conference Organizers.

e. In the case where a room is reserved, but the guest does not arrive, the Contractor has the right to pursue a cancellation charge against the guest per the hotel's normal commercial practice. In the case of any cancellation charge associated with Other Hotel Rooms, the Government will not be liable.

7. Parking: The Contractor is required to provide:

a. Twenty-four (24) hour reserved parking for two (2) official vehicles from Saturday (26 Apr) through Saturday (3 May).

b. Validated parking for local conference participants. All parking charges will be the responsibility of the individual. The Government is not responsible for paying any parking charges.

8. Administrative Supplies (CLIN 0006): The award amount for this CLIN is set at a not-to-exceed basis of USD \$3,000.00. This CLIN is included to cover the cost of administrative supplies such as copy paper, photocopier toner, notebook paper, pens/pencils, and other related administrative supplies which might be required. If the Contractor determines that the Government will exceed this amount, they are to notify the Contracting Officer so a modification can be negotiated. At the end of the conference, the Contractor is to submit detailed documentation. The Government will only pay for actual administrative supplies used. The contractor shall provide as follows:

a. Conference Stage Banner, Command Center (hours of operation and phone number), Main Conference Room, Paying Agent, Internet Access Station, and other signs required as determined by the Conference Organizers. The contractor shall also provide copier/printer paper under this CLIN.

b. The Contractor will also develop two hundred (200) copies of the Conference CD from the Master provided by the Conference Organizers (graphic of cover will be provided).

c. See contract schedule. The contractor shall provide prices to the contracting officer for the office supplies required to support the conference. The contractor shall price out all items identified in the schedule.

9. Conference Photo (CLIN 0007): The Contractor to provide a scenic outdoor location such as poolside, garden, or terrace to comfortably accommodate 200 participants in several rows. The Contractor is required to provide one row of chairs for VIP seating and a platform to raise the photographer. The Contractor may be asked to provide the photographer. The Contractor will provide up to 200 printed photos, with the final quantity provided by the organizers no fewer than two (2) days before the conference end date. Printed photos to be enclosed in a souvenir photo sleeve or folder and a digital copy of the photo to be provided on compact disc. The logo or wording to place in the photo will be provided by the Conference Organizers.

10. Security: Due to the high profile of conference attendees, the Contractor is required to have trained security personnel available at all times and Closed Circuit Television (CCTV) throughout the property. Conference participants must be housed in the same hotel building and, if possible, the same wing. The compact location provides better group control in the event of an emergency or the need to secure the perimeter. The Contractor is required to liaison with U.S. Government security representatives.

11. Heightened Vigilance: The Contractor has an obligation to be alert at all times in order to contribute to the protection of conference attendees. The Contractor shall immediately report to the Government's security representatives any signs of suspicious activity in or around the site of performance. Suspicious activities include, but are not limited to, unauthorized personnel or vehicles in the vicinity of the site of performance, unusual equipment or movement of persons or supplies, and any other activity that may be perceived as a threat to conference attendees. The Contractor also has an obligation to report any such activity perceived outside the site of performance, if such activity could reasonably have an impact on the site of performance or could be perceived as a threat to conference attendees.

12. Facility Agenda:

DATE	TIME		REQUIREMENT
10 nights 23 April - 2 May	Various	MILOPS Team	10 guestrooms
6 nights 26 Apr - 1 May	Various	Guest Speakers	18 guestrooms
6 nights 26 Apr - 1 May	Various	International Attendees	60 guestrooms
6 nights 26 Apr - 1 May	Various	Other Hotel Rooms	100 guestrooms
26 Apr	12:00 pm - 10:00 pm	Equipment set up, testing	Command Center
Conference Registration 27 Apr	7:00 am - 10:00 pm	Check in delegates 1:00 pm - 5:00 pm	Command Center; access to Main Conference Room for walk-through check
4 days 28 Apr - 1 May	7:00 am - 6:00 pm	Operational Support Service	Command Center for operational support service center.
4 days 28 Apr - 1 May	7:00 am - 6:00 pm	Conference	Main Conference Room with Reception Area; Command Center
1 May	7:00 am - 6:00 pm	Conference Ends	Main Conference Room with Reception Area; Administrative Room

Military Operations and Law Conference

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
0001	Administrative Room (5.5 days)	1	Ea		

See paragraph 1 of the PSOW for a complete description. Price for the CLIN is to be the NETT amount in USD inclusive of all taxes and other charges.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
0002	Main Conference Room (4 days)	1	Ea		

See paragraph 2 of the PSOW for a complete description. Price for the CLIN is to be the NETT amount in USD inclusive of all taxes and other charges.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
0003	IT/AV (6 days)	\$1 Dollars, U.S.	\$1 Dollars, U.S.		

Command Center

Copy machine (6 days) 1 EA
 Computers (6 days) 8 EA
 Networking Services 1 EA
 Broadband lines (6 days) 8 Lines
 High speed color laser printer (6 days) 2 EA

Main Conference Room

IT/AV Technician (6 days) 1 EA
 Projection screens (5 days) 2 Unit
 Sound system/microphones 10 Unit
 Computers (5 days) 2 Unit
 A/B Switch Box (analog) (5 days) 1 Unit
 Repeater (5 days) 1 Unit

See paragraph 3 of the PSOW for a complete description. Price for the CLIN is to be the NETT amount in USD inclusive of all taxes and other charges.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
0004	Guest Speaker Rooms	108	Days		

See paragraph 4 of this PSOW for a complete description. Price for the CLIN is to be the NETT amount in USD inclusive of all taxes and other charges. Eighteen (18) Single Occupancy hotel rooms are required, check in 26 April and check out 2 May 2013, (6 nights/room). This equals a total of 108 room nights (18 rooms x 6 nights). Price includes available room upgrades for VIPs.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
0005	International Attendee Rooms	360	Days		

See paragraph 5 of this PSOW for a complete description. Price for the CLIN is to be the NETT amount in USD inclusive of all taxes and other charges. Sixty (60) Single Occupancy hotel rooms are required, check in 26 April and check out 2 May, (6 nights/room). This equals a total of 360 room nights (60 rooms x 6 nights). Price includes available room upgrades for VIPs.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
0006	Administrative Supplies to include signage and compact discs	Cost NTE			\$3,000.00 NTE

Administrative Supplies	1 Job
Signage	1 Job
Compact discs	200 EA

See paragraph 8 of this PSOW for a complete description. Price for the CLIN is to be the Extended Price amount in USD inclusive of all taxes and other charges. This CLIN is issued on a not-to-exceed basis in the amount of USD \$3,000.00.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
0007	Conference Photo	200	EA		

See paragraph 9 of this PSOW for a complete description. Price for the CLIN is to be the NETT amount in USD inclusive of all taxes and other charges. This CLIN is issued not-to-exceed based on the amount of photos. Price includes professional photographer, set-up, and souvenir photo sleeves/folder.

Total USD (rate) _____

**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 <u>not</u> 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). <i>[Check for all orders]</i>
	(39) – (40) [Reserved].
	(41) 52.225-5, Trade Agreements (MAY 2012) (19 U.S.C. 2501, <i>et seq.</i> , 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)). <i>[Check if order is for services that involve business operations conducted in U.S. coin and currency, including vending machines]</i>

(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 [<i>contracting officer insert rate</i>] 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)



Quick Start Guide For New Foreign Registrations

Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code:** Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM before you start the registration process.

How do I get a DUNS number?

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>

It takes up to 5 business days to obtain an international DUNS number.

How do I get an NCAGE code?

For instructions on obtaining a NCAGE, visit: http://www.dlis.dla.mil/Forms/Form_AC135.asp. Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

What about a Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity, most likely "Business or Organization." Definitions are in the Content Glossary on the right side of the page.
5. Tell the system why you are registering in SAM. This determines what information you have to provide.
 - Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.
 - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say "No" to the contracts question and "Yes" to the grants question, you will only have to complete the grant-related information.
6. Complete your registration. On each page, required information that you must provide has a red asterisk (*) next to the name of the field. Here are a few helpful hints:
 - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
 - If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
 - Only use the NCAGE code you got for your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records.
 - Make sure to select "Foreign Owned and Located" on the General Information page.
 - As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it must be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.
 - In the "Points of Contact" section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.
7. Make sure to hit [Submit] after your final review. You will get a *Congratulations* message on the screen. If you do not see this message, you did not submit your registration. What happens next?
 - Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>

