



Embassy of the United States of America

Manila, Philippines

December 4, 2015

To: Prospective Offerors

Subject: Solicitation Number RFQ: SRP380-16-Q-0024

Enclosed is a Request for Quotation (RFQ) for the Local Property Movement, Shipping & Packing Services within Metro Manila. If you would like to submit a quotation,

- follow the instructions in Section 3 - of the solicitation,
- complete/submit the required portions of the attached document, and
- submit your quotation to the address shown on block 15 of the Standard Form 1449 that follows this letter.

A Pre-quotation conference is scheduled on **December 10, 2015, 10:00A.M.** Participants will meet at the Roxas Boulevard Gate, Seafront Compound Pasay City, at **9:30 A.M.** The pre-quotation conference will be held at the GSO Conference Room, American Embassy Manila, Seafront Compound, Pasay City. Submit in writing any questions you may have concerning the RFP on or before **December 11, 2015, 4:00P.M.** via email to GatmaitanBI@state.gov . Responses will be posted on the Embassy website under the subject RFQ number.

Please submit the names of your representative/s for the pre-quotation conference no later than **December 9, 2015, 10:00A.M.** Via fax no. (632) 548-6762 or email to GatmaitanBI@state.gov

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price, with a valid System of Awards Management (SAM) registration.

- To register in SAM please go to www.sam.gov or refer to the attached quick guide
- A video guide has also been provided in our website on the link below:
http://manila.usembassy.gov/business_opportunities.html
- A Data Universal Numbering System (DUNS), and NATO Commercial and Government Entity (NCAGE) Code are pre-requisites in obtaining a SAM registration.
Please refer to the links,
<http://fedgov.dnb.com/webform>
http://www.dlis.dla.mil/Forms/Form_AC135.asp

Your quotation may be ineligible for award without proof of registration in SAM. Should you have any difficulty registering in SAM, you are welcome to write or drop by the Contracting & Procurement office for assistance.

We intend to award a contract based on initial quotations, without holding discussions. However, we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due by **December 21, 2015 on or before 4:00 P.M. local time.** Electronic and Late offers will not be considered.

The Embassy appreciates your interest in this solicitation

Sincerely,



JOHN A. KLIMOWSKI
Contracting Officer

Review Clearance
big *JAK*
esm *12/14*

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE (mm-dd-yyyy)	32d. PRINT NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE (mm-dd-yyyy)	42b. RECEIVED AT (<i>Location</i>)
		42c. DATE REC'D (mm-dd-yyyy)	42d. TOTAL CONTAINERS

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CONTINUATION TO SF-1449
RFQ NO. SRP380-16-Q-0024
SECTION 1 - THE SCHEDULE

PRICES, BLOCK 23
INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT
SHIPPING/PACKING SERVICES

1. PERFORMANCE WORK STATEMENT

For each year of the contract, the U.S. Government guarantees a minimum order of **500 units (1 cu ft/unit)**. The maximum amount of property movement services for each year of this contract will not exceed the total estimated amount of the contract as stated in subsection 4.C.

Individual purchases shall be documented as follows: Orders will be placed through firm fixed-price task orders.

2. PERIOD OF PERFORMANCE

After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start.

3. PRICING

The rates below shall include all direct and indirect costs, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The prices include all expenses and materials required to complete the work.

All prices shall be in Philippine Peso.

3.A. VALUE ADDED TAX

VALUE ADDED TAX. Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

4. BASE PERIOD PRICES

<u>Performance Work Schedule</u>	<u>Unit of Measure</u>	<u>Rate per Unit</u>	<u>Estimated Quantity</u>	<u>Total Est. Amount</u>
(1) Regular Work Days (Monday- Friday, except Philippine Legal and Special Holidays)	1 cu ft/unit	₱ _____	200,000 units	₱ _____
(2) Services performed After 4:30 PM*, weekends, and Philippine Legal and Special holidays	1 cu ft/unit	₱ _____	5,000 units	₱ _____
**TOTAL				₱ _____

* Refers to services that commenced after 4:30 P.M. This does not include services that commenced within standard work hours and extended beyond work hours.

**This estimated amount is based on total estimated Government requirements. This means that if more than one award is made, the estimated amount of work awarded under task order(s) to any single contractor will be less than the amount shown.

The Government will not consider any claim for any additional compensation unless it has been authorized by the Government in writing in advance. The Government shall not be responsible for any work performed that is not specifically provided for under this contract or authorized by the Government in writing in advance.

4.A. FIRST OPTION YEAR PRICES

<u>Performance Work Schedule</u>	<u>Unit of Measure</u>	<u>Rate per Unit</u>	<u>Estimated Quantity</u>	<u>Total Est. Amount</u>
(1) Regular Work Days (Monday- Friday, except Philippine Legal and Special Holidays)	1 cu ft/unit	₱ _____	200,000 units	₱ _____

(2) Services performed 1 cu ft/unit P_____ 5,000 units P_____
After 4:30 PM*, weekends,
and Philippine Legal and
Special holidays

****TOTAL** P_____

* Refers to services that commenced after 4:30 P.M. This does not include services that commenced within standard work hours and extended beyond work hours.

**This estimated amount is based on total estimated Government requirements. This means that if more than one award is made, the estimated amount of work awarded under task order(s) to any single contractor will be less than the amount shown.

The Government will not consider any claim for any additional compensation unless it has been authorized by the Government in writing in advance. The Government shall not be responsible for any work performed that is not specifically provided for under this contract or authorized by the Government in writing in advance.

4.C. GRAND TOTAL OF BASE PLUS ONE (1) OPTION YEAR P_____

5. ORDERS

All requests for shipments or performance of individual jobs under this contract shall be issued via an order placed by the Contracting Officer. This task order will contain the following information:

- (a) Name of contractor
- (b) Contract number
- (c) Date of purchase
- (d) Purchase number
- (e) Name of person placing order
- (f) Itemized list of shipment and services furnished
- (g) Quantity, unit price, and total price of each item or service, less applicable discounts
- (h) Completion date/time
- (i) Government Form – DS-583
- (j) Lay-out, as applicable

Orders may be placed orally initially, but must be followed up in writing within 48 hours via issuance of a task order. Only a Contracting Officer may place an order, either orally or in writing.

If more than one contractor has received an award for these services, the following procedures shall govern the issuance of individual orders. No work shall be performed without an order being issued to the Contractor by the Contracting Officer.

(1) As the need for services arises, the Government will develop a price estimate. If the estimate does not exceed US \$3,500, the Government will follow the procedures in paragraph (2) below. If the estimate exceeds US \$3,500, the Government will follow the procedures in paragraph (3) below.

(2) Orders not exceeding US \$3,500 - The Government will select a contractor for issuance of the order. This decision will be based on the Government's best interests, which may include factors such as estimated price and past performance record.

(3) Orders exceeding US \$3,500 - Unless one of the exceptions in paragraph (5), below, applies, the Government will follow one of the following two scenarios:

(a) The Government will request each contractor to perform, AT NO COST TO THE GOVERNMENT, a pre-shipment survey after which the Contractor will present an estimate to the Government. Whether or not the Contractor is selected for an individual order, the Government shall not be liable for any claim from the Contractor for the costs of performing the pre-shipment survey. Selection will be based on a combination of estimated price and past performance information; or

(b) If the Contracting Officer can establish which Contractor's prices will result in the lowest price for the individual order without requesting a pre-shipment survey, the Government will make its award selection based upon the prices set forth in the contract and past performance information gained as a result of contractor performance under this contract.

(4) Regardless of whether the procedures in paragraph (2) or (3) above were followed, selection of contractors shall not be protestable to GAO under Subpart 33.1 of the Federal Acquisition Regulation, except on the grounds that the order increases the scope, period, or maximum value of the contract. However, the Department of State does have an Acquisition Ombudsman who will review complaints by contractors to ensure that all contractors are afforded a fair opportunity to be considered for these task orders, pursuant to the procedures for award of task orders established herein.

(5) Exceptions to the procedures in paragraph (3) above:

(a) The agency need for the required services is of such urgency that providing such competitive opportunity would result in unacceptable delays;

(b) The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.

(c) It is necessary to place an order to satisfy a minimum guarantee.

6. DELIVERY SCHEDULE

The following items shall be delivered under this contract.

<u>Description</u>	<u>Qty</u>	<u>Delivery Date</u>	<u>Deliver to:</u>
Inventory List	6	each assigned packing effort	Contractor - original Client – one COR – four
Notification of Completion of Services	1	immediately upon completion of required services	COR and client
Volume Certificate	1	submission with each invoice	COR
Government Identity Cards	No. issued	returned upon expiration of contract or when an employee leaves contractor service	COR

7. INVOICES AND PAYMENT

(a) Individual invoices shall be submitted for each order, accompanied by the task order. Invoices shall be submitted in the original with three (3) copies to the Contracting Officer's Representative (COR) at the following address (designated payment office only for the purpose of submitting invoices):

*Financial Management Center
1201 Roxas Boulevard
Ermita, Manila*

8. GOVERNMENT APPROVAL AND ACCEPTANCE OF CONTRACTOR EMPLOYEES.

The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The contractor shall provide the completed biographic data form, 3 pcs. 1"x1" black and white ID pictures and NBI clearances (not more than 6 months old) of all contractor personnel who shall be used on this contract prior to their utilization. The Contractor shall use the form provided under Attachment 6, RSO Biographic Data Form. Upon approval of their utilization, the Government shall issue identity cards to contractor personnel, each of whom shall display his/her card(s) on the uniform at all times while on Government property or while on duty at private residences. These identity cards are the property of the Government and the contractor is responsible for their return upon expiration of the contract, when an employee leaves contractor service, or at the request of the Government. The Government may remove any employee at any time at its sole discretion. The Contractor shall replace any employee removed in a timely manner so as to meet the terms of this contract at no additional cost to the Government.

THE CONTRACTOR SHALL NOT USE ANY EMPLOYEES UNDER THIS CONTRACT WITHOUT GOVERNMENT APPROVAL.

9. KEY PERSONNEL.

The Contractor shall assign to this contract the following key personnel.

<u>Position/Function</u>	<u>Name</u>
Project Manager	_____

The Project Manager shall be fluent in the English language. During the first 90 days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment.

10. PERSONAL INJURY, PROPERTY LOSS OR DAMAGE (LIABILITY)

The Contractor hereby assumes absolute responsibility and liability for any and all personal injuries or death and/or property damage or losses suffered due to negligence of the Contractor's personnel in the performance of the services under this contract.

11. INSURANCE

The Contractor, at its own expense, shall provide and maintain during the entire period of performance of this contract, whatever insurance is legally necessary. The Contractor shall carry during the entire period of performance the following minimum insurance:

Bodily Injury on or off site stated in Philippine currency:

Per Occurrence	P-100,000.00
Cumulative	P 500,000.00

Property Damage on or off site stated in Philippine currency (including Acts of God – such as floods, earthquakes, etc.):

Per Occurrence	P 150,000.00
Cumulative	P 500,000.00

Workers' Compensation and Employer's Liability

Workers' Compensation and

Occupational Disease

* Statutory, as required by host country law

Employer's Liability

* Statutory, as required by host country law

12. BONDING OF EMPLOYEES

The Government imposes bonding requirement on this contract. The Contractor shall provide any official bonds required, pay any fees or costs involved or related to equipping of any employees engaged in providing services under this contract, if legally required by the local government or local practice.

13. PERMITS

At no cost to the Government, the Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work. The Contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. The Contractor shall provide evidence of possession or status of application for such permits, licenses, and appointments to the Contracting Officer with its proposal.

ATTACHMENT 1
PERFORMANCE WORK STATEMENT CONTINUATION
PACKING AND SHIPPING

1. Performance Work Statement

1.1 General. The Contractor shall provide property movement services for the United States Mission, American Embassy Manila, Philippines as described. These services may include moving items required by Embassy Manila which includes but not limited to household furniture/furnishings & appliances and office equipment, perishable goods, construction materials, medical supplies, items of sensitive nature, tents, tent poles, and any other items. Services shall also include warehouse shelf pull out and placement, hauling, loading, unloading, delivery, set-up, pick-up of household and office furniture, office equipment, appliances, furnishings and expendable property, basic appliance installations (utility connection and disconnection), and installation & dismantling of window coverings and tents at different locations within Metro Manila. The Contractor shall furnish all managerial, supervision, administrative, direct skilled labor personnel, equipment, tools, administrative, and safety materials and supplies for the performance of the work, when and if requested, under this contract. Performance requirements for required work are described below.

1.2 Personnel. The Contractor shall provide a qualified workforce with supervision capable of providing the services specified in this contract. The contractor labor force must be physically fit to do lifting and moving of heavy objects with the use of the hand trucks and dollies. Contractor employees shall be on site only for performance of contractual duties and not for other business purposes. Contractor employees shall maintain good hygiene; wear clean uniform and safety gears when performing assigned work.

The Contractor shall designate team leaders for each delivery crew, who shall be the focal point and be responsible for the satisfactory performance of the work. The name of team leaders and alternates shall be designated in writing to the Contracting Officer prior to the contract start date. The team leader is to ensure item movement documents (DS-583 and DS-584) are prepared and accurate, and submitted to the COR at the end of each business day. Team leader shall act as quality control representative of the contractor for each task.

The Contractor shall equip the team leader or the alternate an active and functioning cellular phone while on duty.

2. Definitions

“Standard Work Hours” means Monday through Friday, between the hours of 7:30 A.M.

and 4:30 P.M., except Philippine Legal and Special holidays.

“Per Trip” means from warehouse to destinations or vice versa, to deliver or pick-up, move, load, unload, set up of furniture, furnishings and appliances, and return to the warehouse.

“Whole-House” deliveries and pick-ups normal average is from 800 cu ft. to 1,600 cu ft.

“Services” means the services performed, workmanship, and materials furnished or utilized in the performance of the services.

“Delivery Crew” means labor work force up during peak season to perform moving, loading, unloading, hauling, delivery and set-up of furniture, furnishings and appliances.

“Contracting Officer” means a person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

“Contracting Officer’s Representative” (COR) means an individual designated in writing by the Contracting Officer to perform specific contract administration functions.

“Ordering Officer” for the purpose of placing orders means the Contracting Officer.

“Government” means the Government of the United States of America unless specifically stated otherwise.

“Property and Supply Supervisor (LES)” means the Locally Engaged Staff (LES) assigned by the Contracting Officer to provide oral approval for additional or emergency services only, subject however, to confirmation of a written task order signed by the Contracting Officer within twenty (24) hours.

“Government Representative” means the Locally Engaged Staff (LES) assigned by the Contracting Officer’s Representative (COR) to be with the delivery crew for purposes of monitoring Contractor’s performance.

“Client” means all United States Mission personnel for whom the required services are to be rendered.

“Warehouse” means Property & Supply warehouses at American Embassy, Seafont Compound, Pasay City.

“Warehouse shelf pull out and placement” shall mean removal of listed items from designated warehouse shelves or stocking of items unto shelves.

“Metro Manila” shall mean the following locations: Makati area to include Magallanes Village, Dasmarinas Village, Forbes Park Village, Urdaneta Village, Splendido Garden, The Residences at Greenbelt, One Roxas Triangle, Regency Salcedo, San Lorenzo Village, Ayala Life-FGU, Bel-Air Village, Salcedo Village, and Urdaneta Village; Manila area to include American Embassy Chancery Compound, Rosaria Apartments, Pearl of the Orient, 1322 Golden Empire Tower, to include Seafront Compound, and other unspecified locations within the area, as required; and Taguig area to include Essensa Towers, Lawton Towers, Regent Parkway, Cameron Essensa, North and South Pacific Plaza and American Cemetery. Additional work areas include nearby shopping malls particularly SM Malls, Ayala Malls and Robinsons Malls; concert venues, stadiums, and hotels such as Sofitel, Hyatt, Ascott, Intercontinental, Diamond, Dusit Thani, Peninsula, Mandarin, Shangri-La, Fraser Place, etc. Also, it covers Philippine military and police camps in Metro Manila, and Ninoy Aquino International Airport compound.

3. Contractor’s Responsibility

The Contractor shall be responsible for timely and satisfactory performance of all services described in this contract. The contractor shall also be responsible for strict adherence to all instructions and quality requirements stated in this contract. When deviations are considered necessary, specific instructions shall be obtained in writing from the Contracting Officer or COR.

4. Delivery of Household Furniture, Furnishings and Appliances to Residence

4.1 The Contractor shall pick-up the items to be delivered from the different warehouses, properly load in the vehicle, deliver, unload and put them in place in accordance with the instruction of the client or a layout (in case the residence is vacant) to be provided with the task order.

4.2. All furniture/furnishings, appliances and other related items shall be tied up with rope inside the truck to prevent from injury and damage of property. The Contractor shall ensure that all items are covered by an approved Property and Issue Receipt (DS-583 and DS-584), Exhibit B. The Government Representative (LES) will have the approved Property Issue Receipt (DS-583 and DS-584) (Exhibit B). All vehicles shall leave Seafront Compound no later than 8:00 A.M. of the designated scheduled day.

4.2 The Contractor shall move the items within the designated destinations by use of hand trucks and dollies. Light objects shall be carried by hand. Delivery of items to the designated residences shall include the unpacking of furniture and appliances from original boxes or containers, if needed; proper and safe placing of the furniture, furnishings, appliances and other related items in accordance with the instruction of the client or a layout (in case the residence is vacant) to be provided with the task order. The

service shall include the proper laying of area carpets and pads, cutting of excess pads, except for wall to wall carpeting; attaching of dining chair felt pads; setting up of beds, placing of box spring and mattress on bed frames, attaching the headboard to the bed frame; and placing of items within rooms. The movement of furniture within the residence after the first placing of furniture as instructed is not included, except as described under 6.

4.3 The Contractor shall move welcome kit items, luggage and boxes of food and canned goods from temporary living quarters to permanent housing units.

4.4 The delivery crew shall be responsible for placing equipment and for basic connections and test operations as further indicated in the following:

Refrigerators and Freezers: Delivery crew shall plug in the refrigerator to the proper electrical outlet and shall set the temperature in the refrigerator and freezer compartments to a mid-range setting. Verify that the refrigerator is cooling prior to departing the residence. Report any problems with malfunctioning equipment to the COR. No repair of further problem diagnosis is required.

Microwave Ovens: Delivery crew shall plug in the microwave to the proper electrical outlet and test operate the unit. Verify that the microwave is working prior to departing the residence. Report any problems with malfunctioning equipment to the COR.

Clothes Washers: Delivery crew shall make the basic hot and cold water supply connections with the USG provided hose connections from the machine to the existing residence' water supply connections. When the connections are made and tightened, open the water supply valves and confirm they are not leaking. Connect the washing machine water discharge to the existing residence discharge drain line. Connect the electrical power supply plug to the existing proper residence electrical outlets. Test to operate the machine for one wash cycle prior to departing the residence. Report any problems with malfunctioning equipment to the COR. No repair of further problem diagnosis is required.

Clothes Dryer: Delivery crew shall make the basic dryer discharge vent connection from the dryer machine to the existing residence discharge vent with the venting tubing and clamps provided by the USG. The connections are to be made with hose clamps and if necessary, duct tape. Connect the electrical power supply plug to the existing proper residence electrical outlet. Test to operate the machine for one drying cycle prior to departing the residence. Report any problems with malfunctioning equipment to the COR. No repair of further problem diagnosis is required. Note: Liquefied Petroleum Gas (LPG) connections shall be done by USG employees.

Table and Floor Lamps: Delivery crew shall place and connect each lamp to the proper and existing electrical outlets and shall test operate each lamp for proper operation. Report any problems with malfunctioning equipment to the COR. No repair of further problem diagnosis is required.

Electric Oven/Cook Top: Delivery crew shall plug in the electric oven to the proper and existing residence electrical outlet and shall test operate each individual burner and the oven to ensure it heats up. Report any malfunctions or problems to the COR. Note: Liquefied Petroleum Gas (LPG) connections shall be done by USG employees.

4.5 The Contractor shall clean the work area free from dirt and scratches such as, finger marks, light scratches and dusts on the furniture, furnishings and appliances; scratches, footprints, fingerprints on the floors and walls, and debris caused by the delivery crew, before leaving the premises. Used boxes or containers must be returned to the Embassy warehouse.

5. Delivery of Office Furniture, Equipment, and Other Items stated under 1.1 to an Office

5.1 The Contractor shall pick-up the items to be delivered from different warehouses, properly load in the vehicle, deliver, unload and place in accordance with 5.2. All furniture, equipment and other related items shall be tied up with rope inside the truck to prevent from injury and damage of property. The Contractor shall ensure that all items are covered by an approved Property and Issue Receipt (DS-583 and DS-584), Attachment 3. The Government Representative (LES) will be responsible for the approved Property and Issue Receipt (DS-583 and DS-584). All vehicles shall leave Seafront Compound no later than 8:00 A.M. of the designated scheduled day.

5.2 The contractor shall move the items within the designated destinations by the use of hand trucks or dollies. Light objects may be carried by hand. Delivery of items to the designated residences shall include the unpacking of furniture, equipment and other related items from original boxes or containers; proper and safe placing of the furniture and equipment in accordance with the instructions of the client or a layout (in case the office is vacant) to be provided with the task order. The movement of furniture within the office area after the first placing of furniture as instructed is not included, except as described in Section 6.

5.3 The Contractor shall assemble office furniture like desks, cabinets and bins when necessary. The contractor shall plug/unplug small office equipment such as typewriter, fax machine, stapler, time stamp and the calculator. The Contractor shall not attempt to disassemble, assemble, or repair electrical equipment or mechanical items and shall not disconnect any equipment being used by the client.

5.4 The Contractor shall clean the work area free from dirt and scratches such as, finger marks, light scratches and dusts on the furniture, furnishings and appliances; scratches, footprints, fingerprints on the floors and walls; and debris caused by the delivery crew, before leaving the premises. Used boxes or containers must be returned to the Embassy warehouse.

6. Movement or Centering of Furniture

6.1 Movements of furniture incidental to the placement or removal of furniture under a current work order, shall be performed by the Contractor within the scope of work for regular delivery trips at no additional cost to the U.S. Government. A movement is incidental if necessitated by the placement or removal of items for space may have to be made in a room to accommodate a newly delivered item, requiring that several other pieces be moved a few feet away from the spot where the new piece will go, or one piece moved to another room. General rearrangement of furniture is not considered incidental.

6.2 Whole-House Centering of furniture within a residence or an office is not considered incidental. Whole-House Centering of furniture is required when an office or residence will be undergoing minor or major renovation or repainting or floor re-sanding. This work should be requested with a normal task order.

6.2 The Contractor may, at the discretion of the team leader or Government Representative (LES) and upon the occupant's request, make movements of furniture that are not incidental, at no additional cost to the U.S. Government, provided, no more than five (5) minutes are required to perform them and the team leader has determined that doing so will still allow the team to complete all scheduled work orders by 4:30 P.M.

6.3 Movement of furniture, other than incidental, including disassembling and reassembling of cabinets or bins, that will take more than 5 minutes, shall be requested by the Government by issuing a separate task order. The Government Representative (LES) must certify the commencement and completion of work. Additional or Emergency services performed without the prior approval from the COR or the Property and Supply Supervisor (LES) shall not be compensated by the U.S. Government.

6.4 The delivery crew shall be directed by the Government Representative (LES) only with regard to the arrangement of the household/office furniture, appliances and equipment being delivered, picked-up and moved.

7. Protection when Loading items from Pick-up points to Delivery Points

The Contractor shall load and unload heavy items through the use of the truck lifter, if available. If not available, USG employees can help load extremely heavy items with the use of USG-owned forklifts. Light items shall be loaded and unloaded by hand.

Protective materials such as pads and old drapes shall be used to protect the items while in transit to the designated delivery points. Heavy items must not be put on top of light objects. Items shall be blocked and braced in the truck to prevent from injury and damage.

8. Delivery of Welcome Kit Items to a Residence

The Contractor shall deliver the welcome kit to a residence in a sealed wooden box (trunk). The trunk shall not be unlocked and the contents shall not be unpacked by the delivery crew.

9. Pick-Up Requirements

This service requires the pick-up and dismantling of items specified on the request from the designated residence or office and return to the designated warehouses in Seafront Compound, Pasay City. All furniture, furnishing, appliances, equipment and other related items shall be tied up with rope inside the truck to prevent from injury and damage of property. The Contractor shall clean the work area free from dirt and scratches such as, finger marks, light scratches and dusts on the furniture, furnishings and appliances; scratches, footprints and fingerprints on the floors and walls; and debris caused by the delivery crew, before leaving the premises.

Pick-up of unpacked welcome kit in residences shall not be performed by contractor. They shall only pick-up welcome kit if they are properly packed and sealed in the welcome kit box.

10. Management

10.1 Project Manager. The Contractor shall designate a Project Manager who will manage the total work effort associated with the services required herein to assure full conformance and timely completion of the services. Included in this function will be a full range of management duties including, but not limited to safety, quality control, planning, scheduling, cost accounting, report preparation, establishing and maintaining records and inventories. The Project Manager shall also inspect the contractor employees from time to time and verify if they are using the safety equipment on the job. Contractor's designated Project Manager must be capable of speaking and writing Level IV English. The Project Manager shall meet as necessary with the COR to discuss immediate problem areas. Should contractual interpretation arise, the potential resolution will be brought to the attention of the Contracting Officer and the Contractor. If there are any complaints reported by occupants or offices being served regarding delivery, move or pick-up, the Project Manager shall submit an incident report within 24 hours to the Contracting Officer Representative. If the Contracting Officer Representative is not

satisfied with the incident report, a thorough investigation may be called upon with the involvement of other USG sections such as C&P, RSO, etc.

10.2 Service Personnel. The Contractor shall provide an adequate number of qualified personnel capable of providing the services specified under this contract. All personnel assigned under this contract must possess the skills and experience necessary in accomplishing their tasks. The labor force to be provided by the Contractor must be physically fit to do lifting and moving of heavy objects with the use of hand truck or dollies. All personnel must have sufficient ability in reading, speaking and understanding the English Language to carry out instructions. Contractor employees shall be on site only for performance of contractual duties and not for other business purposes.

10.3 Safety Briefing. The Project Manager or team leaders shall spend at least 5 minutes to conduct safety briefings and uniform inspection of its personnel daily before the start of work. Briefing shall include specific safety hazard analysis of the day's tasks.

10.4 Quality Control. The Project Manager shall also act as Quality Control and Safety Manager who will ensure all items moved have the appropriate documents and all work is properly planned to avoid safety mishap and damage to USG Property. Any unaccounted item movement, safety mishap and property damage involving Contractor's work shall be deemed failure of the Contractor's Quality Control and Safety Program.

11. Deliveries after Contract Expiration

The Contractor shall not be required to make any deliveries under this contract after the expiration of the contract. However, any work order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the work order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order for the same extent as if the order were completed during the contract's effective period.

12. Vehicles

The contractor shall provide all vehicles necessary for the performance of this contract. The contractor shall provide all fuel and lubricants for the vehicles. The contractor shall provide the necessary vehicles of appropriate size (2.5 tons or more) for local transportation of property. The contractor shall maintain its vehicles in the proper mechanical condition to assure their full availability when needed, and to assure that shipments are reliably and safely transported from the residence to the appropriate staging area. If the contractor encounters mechanical difficulties that prevent the scheduled completion of a scheduled pick-up, the contractor shall immediately obtain a suitable substitute vehicle at no additional cost to the Government. Non-availability of suitable

vehicles shall not constitute acceptable justification for late pickup or delivery, or for additional costs to the Government.

Prevalent vehicle breakdowns constitute a failure in service. Delivery delays of more than four hours total per week attributable to vehicle breakdown is an unsatisfactory performance. The contractor shall be fully responsible for complying with all necessary permits and licensing to operate on all Metro Manila streets during the work week including within gated communities and residential areas. The Contractor shall be responsible for all parking and access notifications and fees unto residential buildings, compounds and areas. The Contractor shall be responsible in requesting for elevator permits in accordance with the building administrators' policies.

13. Computation of Volume

Volume shall be computed based on the actual size of each item. For items that are difficult to measure, contractor can place them in a box of appropriate size and measure the volume of the box. Examples are the window coverings from various rooms of a residence or an office. For commonly moved items, volume shall be based on the list provided under attachment 7, which shall be approved by both the Contractor and the COR. Upon awarding of this contract, the Contractor may designate an authorized representative to check all commonly moved items based on the list provided in the warehouse with the full supervision of the COR's appointed representative. This is to avoid repetitive re-measuring of items for each movement. The contractor and the COR shall use a mutually acceptable standard measuring tape in determining shipment volumes.

The COR or an appointed representative may be present at the site when any item's volume is taken to witness the accuracy of the reading. The contractor shall submit to the COR with each invoice a volume certificate, signed by the Government employees for whom services were rendered, and the name of any Government employee who witnessed the volume assignment.

14. Acceptable Service

Acceptable service for whole-house deliveries and pull outs is one (1) workday for one residence. Enough crew and appropriate trucks shall be deployed so that work can be completed as quickly and as efficiently as possible.

Extreme care shall be provided to the furniture, furnishings and appliances, ensuring that no scratches or damages happened during the movement. Walls, paints, floors and doors of residences shall be protected from scratches or damages during deliveries and/or pull outs.

For deliveries and/or pull outs in occupied residences and/or offices, crew shall be on time and be courteous.

15. Quality Assurance and Surveillance Plan (QASP).

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work Para	Performance Threshold
<p><u>Services.</u> Performs all shipping and packing services set forth in the scope of work.</p>	<p>1. thru 14.</p>	<p>All required services are performed and no more than one (1) customer complaint is received per month</p>

Monitoring Performance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

Standard. The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items, if any of the services exceed the standard.

PROCEDURES.

(a) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they should immediately contact the COR.

(b) The COR will complete appropriate documentation to record the complaint.

(c) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

(d) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.

(e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

(f) If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.

(g) The COR will consider complaints as resolved unless notified otherwise by the complainant.

(h) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

ATTACHMENT 2

ORDER FOR SUPPLIES OR SERVICES (OF 347)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	2. CONTRACT NO. (If any)	6. SHIP TO:	
3. ORDER NO.	4. REQUISITION/REFERENCE NO.	a. NAME OF CONSIGNEE	
5. ISSUING OFFICE: (Address correspondence to)		b. STREET ADDRESS	
7. TO:		c. CITY	d. STATE e. ZIP CODE
a. NAME OF CONTRACTOR		f. SHIP VIA:	
b. COMPANY NAME		8. TYPE OF ORDER	
c. STREET ADDRESS		<input type="checkbox"/> a. PURCHASE	<input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY	e. STATE	REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS		
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
					0.00	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME				Text 17(j) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box)				
c. CITY		d. STATE	e. ZIP CODE		

22. UNITED STATES OF AMERICA BY (Signature) ►

23. NAME (Typed)

TITLE: CONTRACTING/ORDERING OFFICER

ATTACHMENT 3

PROPERTY ISSUE OR TURN-IN RECEIPTS (DS-583; DS-583A)

ATTACHMENT 4

GOVERNMENT FURNISHED PROPERTY

The Government shall make the following property available to the Contractor as Government-Furnished Property for the performance under the contract.

- 1) Ladder to be used for the removal of drapes
- 2) Some moving pads or old drapes to cover the furniture and appliances to protect from dust, dirt and scratches. Additional protection and pads shall be provided by the contractor.
- 3) Available only within Seafront warehouses, forklifts with the following descriptions. Please note that USG forklifts can only be operated by USG personnel.
 - One (1) "Yale", 2700 kg. Capacity, gas operated
 - One (1) "Shinko", 1200 kg. Capacity, battery operated

ATTACHMENT 5

CONTRACTOR-FURNISHED EQUIPMENT AND MATERIALS

The Contractor shall provide cargo truck(s), tools, administrative supplies, materials, equipment and clothing required to perform the standard and additional or emergency services requirement in this contract. Such items include, but are not limited to uniforms, personal equipment, tools, personal protection equipment and any other operational items required for performance of the requirements of this contract.

Contractor-provided cargo trucks are specifically for furniture-home appliances cargoes, and should be closed box-type with door and locking mechanism. One truck should be capable of carrying at least 2.5 tons of load.

The following list of additional contractor furnished materials establishes minimum requirements for the items listed. It is not a comprehensive list and it does not relieve the Contractor from furnishing any other contractor furnished materials required to perform the contract but not listed below.

- 1) Small hand tools to connect and disconnect specified appliances.
- 2) Hand trucks (light and heavy duty), pallet jacks and dollies.
- 3) Additional padding and tarps for furniture and property damage protection.
- 4) Tools of trade other than those provided by the Government
- 5) Basic cleaning materials needed to perform work stated in Attachment 2- Section 1.

ATTACHMENT 6
RSO BIOGRAPHIC DATA FORM

Biographical Data Form for Contractual Hires
Diplomatic Security Investigative Unit (DSIU) 301-2661/301-2078

Full Name: _____
 (Last) (First) (Middle)
 Present Address: _____ Starting: _____
 Provincial Address: _____ From: _____ To: _____
 Tel. No: _____ Date of Birth: _____ Place of Birth: _____
 Other Names Used: _____
 (Maiden, Nickname, etc.)
 Marital Status: _____ Name of Spouse: _____
 Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

RELATIVES (Parents, Brothers, Sisters, and In-Laws)

Name	Relationship	Nationality	Occupation	Present address in full

EMPLOYMENT HISTORY: (Current and Last Three Previous Employers)

<u>Position</u>	<u>Name & Address of Employer</u>	<u>Date</u>	<u>Reason for Leaving</u>

Have you ever been fired or forced to resign for any reason? (If yes, give details):

Have you ever been arrested or charged with any offense by the police or the military? (If yes, provide full details)

Are you now, or have you ever been, a member of any organization or association that advocates the overthrow of the United States Government by force or violence? (If yes, provide full details):

CERTIFICATION

I certify that the information above is true, complete, and correct, to the best of my knowledge.

Signature

Date

Please Submit the Following to DSIU – Room 138-B, NOX 1 Building

FIRST TIME BADGE AND RECORD CHECK

- Original copy of NBI clearance
- Original copy of Barangay clearance
- Original copy of Police clearance
- Biographic data sheet
- Cover memo from Employer/Section Head
- 2X2 photo

FOR BADGE RENEWALS ONLY

- Cover memo from Employer/Section Head
- Biographic data form
- 2x2 photo

ATTACHMENT 7

ESTIMATED VOLUME OF COMMONLY MOVED ITEMS

HMR VOLUME

Entry and Living Room		Cubic Feet
Sofa, 3-seater		55.08
Loveseat		43.98
Chair, Lounge, Wing, Tub, Recliner w/ Arm		26.68
Chair, Occasional, Lounge w/o Arm		17.00
Table, End		7.91
Table, Coffee		11.23
Table, Corner		9.46
Plasma Credenza		19.94
Bookcase, Tall		17.23
Bookcase, Low		10.63
Desk, writing		19.96
Chest, Hall		11.25
Table, Sofa		13.56
Table, Occ, Rd		6.12
Dining Room		Cubic Feet
Table, Dining, Rect		47.80
Pad, Dining Table, Rect		0.50
Extension Leaves, Dining, Rect		2.01
Pad, Extension Leaves, Dining, Rect		1.59
Table, Dining, Round		31.99
Pad, Extension Leaves, Dining, Round		0.26
Extension Leaves, Dining, Round		1.65
Chair, Dining w/ Arm		11.77
Chair, Dining w/o Arm		10.23
Server		15.99
China Cabinet, Top		26.71
China Cabinet, Base or Buffet Cabinet		19.82
Bedrooms		Cubic Feet
Headboard, Q		5.03
Bedframe, Q or T		0.04
Headboard, T		2.62
Mattress, Q		28.18
Mattress, T		15.88
Boxspring, Q		23.61
Boxspring, T		13.92
Table, Night, MBR		7.17
Table, Night, Secondary Bdrooms		5.96
Chest of Drawers		21.10
Dresser		22.10
Mirror, Big, MBR		1.41
Mirror, Small, Secondary Bdrooms		0.84

Lamps		Cubic Feet
Lamp, Desk		1.02
Lamp, Table, Ceramic		0.80
Lamp, Table, Trophy		1.02
Lamp, Floor		3.68
Carpets		Cubic Feet
6x9 carpet		0.33
9x12 carpet		0.65
12x15 carpet		0.91
Big Appliances		Cubic Feet
Refrigerator, 110V or 220V		30.83
Freezer, 110V or 220V		39.54
Washer, 110V or 220V		16.83
Washer/Dryer - Combo		26.04
Dryer, 110/220V or 220V		18.40
Range, Gas or Electric		21.60
Water Heater, 50 gal		15.00
Water Heater, 80 gal		18.30
Small Appliances		Cubic Feet
Air Purifier, 110V		1.89
Air Purifier, 220V		2.28
Microwave, 110V or 220V		1.94
Vaccum Cleaner, 110V, Uppt.		4.68
Vaccum Cleaner, 220V, Can.		2.99
Water Dispenser, FS		3.32
Water Dispenser, TT		1.82
Transformer, Step Down		0.29
Miscellaneous		Cubic Feet
Table, Kitchen		21.33
Chair, Kitchen		5.07
Table, Patio		22.13
Chair, Patio		10.11
Gas Tank Cylinders		70.95
Ladder, 6 ft		0.27
Welcome Kit Box		21.05

SECTION 2 - CONTRACT CLAUSES

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (MAY 2014), is incorporated by reference. (See SF-1449, block 27a).

The following FAR clause is provided in full text:

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (OCT 2014)

(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)"(Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(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.]

- ___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).
- ___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).
- ___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)
- (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).
- ___ (5) [Reserved].
- ___ (6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).
- ___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).
- ___ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).
- ___ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).
- ___ (10) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations

(May 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

__ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

__ (ii) Alternate I (Nov 2011) of 52.219-3.

__ (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

__ (ii) Alternate I (Jan 2011) of 52.219-4.

__ (13) [Reserved]

__ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644).

__ (ii) Alternate I (Nov 2011).

__ (iii) Alternate II (Nov 2011).

__ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

__ (ii) Alternate I (Oct 1995) of 52.219-7.

__ (iii) Alternate II (Mar 2004) of 52.219-7.

__ (16) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)).

__ (17)(i) 52.219-9, Small Business Subcontracting Plan (Oct 2014) (15 U.S.C. 637(d)(4)).

__ (ii) Alternate I (Oct 2001) of 52.219-9.

__ (iii) Alternate II (Oct 2001) of 52.219-9.

__ (iv) Alternate III (Oct 2014) of 52.219-9.

__ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).

__ (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).

__ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

__ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657 f).

__ (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).

__ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).

__ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).

__ (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

__ (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).

__ (27) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

- ___ (28) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- ___ (29) 52.222-35, Equal Opportunity for Veterans (Jul 2014)(38 U.S.C. 4212).
- ___ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- ___ (31) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212).
- ___ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- ___ (33) 52.222-54, Employment Eligibility Verification (Aug 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- ___ (34)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA– Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (35)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014) (E.O. 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-13.
- ___ (36)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (E.O. 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-14.
- ___ (37) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).
- ___ (38)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (Jun 2014) (E.O. 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-16.
- X(39) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).
- ___ (40) 52.225-1, Buy American—Supplies (May 2014) (41 U.S.C. chapter 83).
- ___ (41)(i) 52.225-3, Buy American—Free Trade Agreements—Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- ___ (ii) Alternate I (May 2014) of 52.225-3.
- ___ (iii) Alternate II (May 2014) of 52.225-3.
- ___ (iv) Alternate III (May 2014) of 52.225-3.
- ___ (42) 52.225-5, Trade Agreements (Nov 2013) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).
- X(43) 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).
- ___ (44) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act

for Fiscal Year 2008; 10 U.S.C. 2302 Note).

___ (45) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (46) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

X (47) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

___ (48) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (49) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (50) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (51) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

___ (52) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

___ (53)(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 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:

[Contracting Officer check as appropriate.]

___ (1) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

___ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (41 U.S.C. chapter 67).

___ (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) (41 U.S.C. chapter 67).

___ (7) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O.13495).

___ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).

___ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(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) 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) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (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) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

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

(v) 52.222-35, Equal Opportunity for Veterans (Jul 2014) (38 U.S.C. 4212).

(vi) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(vii) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212)

(viii) 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.

(ix) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

(x) 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)).

(xi) 52.222-51, Exemption from Application of the Service Contract Labor Standards to

Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).

(xii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).

(xiii) 52.222-54, Employment Eligibility Verification (Aug 2013).

(xiv) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xvi) 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)

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> or <http://farsite.hill.af.mil/vffara.htm>.

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department 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" (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.204-12	DATA UNIVERSAL NUMBERING SYSTEM NUMBER MAINTENANCE (DEC 2012)
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (JUL 2013)
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT (FEB 2000)
52.228-4	WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS (APR 1984)
52.228-5	INSURANCE WORK ON A GOVERNMENT INSTALLATION (JAN 1997)
52.229-6	FOREIGN FIXED PRICE CONTRACTS (FEB 2013)
52.232-39	UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUNE 2013)
52.237-3	CONTINUITY OF SERVICES (JAN 1991)
52.247-5	FAMILIARIZATION WITH CONDITIONS (APR 1984)
52.247-7	FREIGHT EXCLUDED (APR 1984)

- 52.247-10 NET WEIGHT - GENERAL FREIGHT (APR 1984)
- 52.247-11 NET WEIGHT - HOUSEHOLD GOODS OR OFFICE FURNITURE (APR 1984)
- 52.247-12 SUPERVISION, LABOR, OR MATERIALS (APR 1984)
- 52.247-13 ACCESSORIAL SERVICES – MOVING CONTRACTS (APR 1984)
- 52.247-14 CONTRACTOR RESPONSIBILITY FOR RECEIPT OF SHIPMENT (APR 1984)
- 52.247-15 CONTRACTOR RESPONSIBILITY FOR LOADING AND UNLOADING (APR 1984)
- 52.247-16 CONTRACTOR RESPONSIBILITY FOR RETURNING UNDELIVERABLE FREIGHT (APR 1984)
- 52.247-17 CHARGES (APR 1984)
- 52.247-18 MULTIPLE SHIPMENTS (APR 1984)
- 52.247-21 CONTRACTOR LIABILITY FOR PERSONAL INJURY AND/OR PROPERTY DAMAGE (APR 1984)
- 52.247-22 CONTRACTOR LIABILITY FOR LOSS OF AND/OR DAMAGE TO FREIGHT OTHER THAN HOUSEHOLD GOODS (APR 1984)
- 52.247-27 CONTRACT NOT AFFECTED BY ORAL AGREEMENT (APR 1984)
- 52.247-28 CONTRACTOR’S INVOICES (APR 1984)
- 52.247-63 PREFERENCE FOR U.S.-FLAG AIR CARRIERS (JUNE 2003)
- 52.248-1 VALUE ENGINEERING (OCT 2010)
- 52.204-9 PERSONAL IDENTIFICATION VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)

The following FAR clauses are provided in full text:

- 52.216-18 ORDERING (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of task orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised. See Section 1, clause 2.
- (b) All task orders are subject to the terms and conditions of this contract. In the event of conflict between a task order and this contract, the contract shall control.
- (c) If mailed, a task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 ORDER LIMITATIONS (OCT 1995)

- (a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **5 units**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- (b) Maximum order. The Contractor is not obligated to honor--
 - (1) Any order for a single item in excess of **1,000 units**
 - (2) Any order for a combination of items in excess of **50,000 units**; or
 - (3) A series of orders from the same ordering office within **3** days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.
- (c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.
- (d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **1 day** after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.216-22 INDEFINITE QUANTITY (OCT 1995)

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after one year beyond the contract's effective period.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed *2 years*.

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR
(APR 1984)

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

52.247-23 CONTRACTOR LIABILITY FOR LOSS OF AND/OR DAMAGE TO
HOUSEHOLD GOODS (JAN 1991) (DEVIATION)

- (a) Except when loss and/or damage arise out of causes beyond the control and without the fault or negligence of the Contractor, the Contractor shall be liable to the owner for the loss of and/or damage to any article while being-
- (1) Packed, picked up, loaded, transported, delivered, unloaded, or unpacked;
 - (2) Stored in transit; or
 - (3) Serviced (appliances, etc.) by a third person hired by the Contractor to perform the servicing.
- (b) The Contractor shall be liable for loss and/or damage discovered by the owner if written notice of such loss and/or damage is dispatched to the Contractor not later than 75 days following the date of delivery.
- (c) The Contractor shall indemnify the owner of the goods at a rate of \$8.50 per pound (or metric equivalent in local currency) based on the total Net Weight."

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

- (a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

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.

652.216-70 ORDERING - INDEFINITE-DELIVERY CONTRACT (APR 2004)

The Government shall use one of the following forms to issue orders under this contract:

- (a) The Optional Form 347, *Order for Supplies or Services*, and Optional Form 348, *Order for Supplies or Services Schedule - Continuation*; or,
- (b) The DS-2076, *Purchase Order, Receiving Report and Voucher*, and DS-2077, *Continuation Sheet*.

652.237-72 OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE (APR 2004)

All work shall be performed during work hours, Mondays to Fridays, except for the holidays identified below. Other hours may be approved by the Contracting Officer's

Representative. Notice must be given 24 hours in advance to COR who will consider any deviation from the hours identified above.

(a) The Department of State observes the following days as holidays:

New Year's Day (U.S./PHL)	January 1
M. L. King Jr. Day (U.S.)	January 18, Monday
Chinese New Year's Day (PHL)	February 8, Monday
U.S. President's Day (U.S.)	February 15, Monday
30 th Anniversary of EDSA Revolution (PHL)	February 25, Thursday
Maundy Thursday (PHL)	March 24, Thursday
Good Friday (PHL)	March 25, Friday
U.S. Memorial Day (U.S.)	May 30, Monday
U.S. Independence Day (U.S.)	July 4, Monday
Eid'1 Fitr (PHL)	Movable Date
National Heroes Day	August 29, Monday
U.S. Labor Day (U.S.)	September 5, Monday
Columbus Day (U.S.)	October 10, Monday
Special Non-Working Day (PHL)	October 31, Monday
All Saints' Day (PHL)	November 1, Tuesday
U.S. Veterans Day (U.S.)	November 11, Friday
U.S. Thanksgiving Day (U.S.)	November 24, Thursday
Andres Bonifacio Day (PHL)	November 30, Wednesday
Christmas Day (U.S./PHL)	December 25 & 26, Sun/Mon
Jose Rizal Day (PHL)	December 30, Friday

Any other day designated by Federal law, Executive Order or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract.

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 the *Property Officer*

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The Contractor warrants the following:

- (1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
- (2) That is 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.

SECTION 3
SOLICITATION PROVISIONS

FAR 52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (APR 2014) 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. **Volume I** – 2 copies, including the original

A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), Section 1, and Section 5 has been filled out.

A.2. **Volume II** – 4 copies, including the original

Information demonstrating the offeror's/quoter's ability to perform, including:

(1) Resume of a Project Manager (or other liaison to the Embassy/Consulate) who understands written and spoken English;

(2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;

(3) List and contact details of clients, for the last three (3) years demonstrating prior experience in handling property movement services, with relevant past performance information and references; to include:

(a) Customer's name, address, current telephone and fax numbers, e-mail address, name of customer's lead contract and technical personnel;

(b) Date of contract award, place (s) of performance, completion dates and contract peso value;

(c) Brief description of work, including responsibilities;

(4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources (certified Financial statement describing your financial condition and capability, including the audited balance sheet, income statement and cash flow statement for the past two years) needed to perform the work;

(5) Evidence that the offeror/quoter has all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2) to include, but not limited to SEC, DTI permit, business permit, mayor's permit.

(6) Description of vehicles to be used for the transport of shipments. Include copy of CR/OR.

(7) Provide a written quality assurance plan describing steps the company will take to ensure the quality of service required by the contract is provided.

A.3. If required by the solicitation, provide either:

(a) a copy of the Certificate of Insurance, or

(b) a statement that the contractor will get the required insurance, and the name of the insurance provider to be used.

**ADDENDUM TO SOLICITATION PROVISIONS
FAR AND DOSAR PROVISIONS NOT PRESCRIBED IN PART 12**

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE
(FEB 1998)

This solicitation incorporates one or more solicitation provisions 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/these address(es):

<http://acquisition.gov/far/index.html/> or <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. IF the FAR is not available at the locations indicated above, use of a network "search engine" (e.g., Yahoo, Excite, Alta Vista) is suggested to obtain the latest location of the most current FAR provisions.

The following Federal Acquisition Regulation solicitation provision(s) is/are incorporated by reference:

<u>PROVISION</u>	<u>TITLE AND DATE</u>
52.204-7	SYSTEM FOR AWARD MANAGEMENT (JUL 2013)
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (NOV 2014)
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)

The following DOSAR provision is 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) 516-1696, by fax at (703) 875-6155, or by writing to:

Competition Advocate
U.S. Department of State
A/OPE
SA-15, Room 1060
Washington, DC 20522-1510.

- (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, *Joni E. Scandola*, at **301-2000**. For a U.S. 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) 516-1696, by fax at (703) 875-6155, or by writing to:

Acquisition Ombudsman
U.S. Department of State
A/OPE
SA-15, Room 1060
Washington, DC 20522-1510.

(End of clause)

SECTION 4 - EVALUATION FACTORS

The Government intends to award a contract/purchase order resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter who is a responsible contractor. The evaluation process shall include the following:

(a) Compliance Review. The Government will perform an initial review of proposals/quotations received to determine compliance with the terms of the solicitation. The Government may reject as unacceptable proposals/quotations that do not conform to the solicitation.

(b) Technical Acceptability. Technical acceptability will include a review of past performance and experience as defined in Section 3, along with any technical information provided by the offeror with its proposal/quotation.

(c) Price Evaluation. The lowest price will be determined by multiplying the offered prices times the estimated quantities in "Prices - Continuation of SF-1449, block 23", and arriving at a grand total, including all options. The Government reserves the right to reject proposals that are unreasonably low or high in price.

(d) Responsibility Determination. Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- adequate financial resources or the ability to obtain them;
- 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
- be otherwise qualified and eligible to receive an award under applicable laws and regulations.

**ADDENDUM TO EVALUATION FACTORS
FAR AND DOSAR PROVISION(S) NOT PRESCRIBED IN PART 12**

The following FAR provisions are provided in full text:

52.216-27 SINGLE OR MULTIPLE AWARDS (OCT 1995)

The Government may elect to award a single task order contract or to award multiple delivery order contracts or task order contracts for the same or similar supplies or services to two or more sources under this solicitation.

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

SECTION 5 - REPRESENTATIONS AND CERTIFICATIONS

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS – COMMERCIAL ITEMS (MAR 2015)

The Offeror shall complete only paragraph (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) website accessed through <http://www.acquisition.gov>. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (p) of this provision.

(a) Definitions. As used in this provision-

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor” means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Highest-level owner” means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

“Immediate owner” means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

“Inverted domestic corporation”, means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

“Manufactured end product” means any end product in product and service codes (PSCs) 1000-9999, except-

- (1) PSC 5510, Lumber and Related Basic Wood Materials;
- (2) Product or Service Group (PSG) 87, Agricultural Supplies;
- (3) PSG 88, Live Animals;
- (4) PSG 89, Subsistence;
- (5) PSC 9410, Crude Grades of Plant Materials;
- (6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) PSC 9610, Ores;

(9) PSC 9620, Minerals, Natural and Synthetic; and

(10) PSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate-

(1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;

(2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;

(3) Consist of providing goods or services to marginalized populations of Sudan;

(4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;

(5) Consist of providing goods or services that are used only to promote health or education; or

(6) Have been voluntarily suspended.

“Sensitive technology”-

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically-

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

“Service-disabled veteran-owned small business concern”-

(1) Means a small business concern-

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

“Small disadvantaged business concern”, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that-

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by-

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

“Subsidiary” means an entity in which more than 50 percent of the entity is owned-

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

“Veteran-owned small business concern” means a small business concern-

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned business concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“Women-owned small business concern” means a small business concern-

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program” (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)

(1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the SAM website.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <http://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications-Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____.

[Offeror to identify the applicable paragraphs at (c) through (p) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.]

(c) RESERVED

(d) RESERVED

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) RESERVED

(g) RESERVED

(h) Certification Regarding Responsibility Matters (Executive Order 12689). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals-

(1) Are, are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) Have, have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a

criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(3) Are, are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) Have, have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end

products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at .]

(1) Listed end products.

Listed End Product	Listed Countries of Origin
N/A	N/A

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

(i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

(ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly-

(1) In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Labor Standards (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

(1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror does does not certify that-

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) Certain services as described in FAR 22.1003-4(d)(1). The offeror does does not certify that-

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies-

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN: _____.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

- Sole proprietorship;
- Partnership;
- Corporate entity (not tax-exempt);
- Corporate entity (tax-exempt);
- Government entity (Federal, State, or local);
- Foreign government;
- International organization per 26 CFR 1.6049-4;
- Other _____.

(5) Common parent.

- Offeror is not owned or controlled by a common parent;
- Name and TIN of common parent:

Name _____.

TIN _____.

(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations.

(1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) Representation. By submission of its offer, the offeror represents that-

- (i) It is not an inverted domestic corporation; and
- (ii) It is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall e-mail questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and Certifications. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror-

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if-

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) Ownership or Control of Offeror. (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a DUNS Number in the solicitation.

(1) The Offeror represents that it o has or o does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code: _____.

Immediate owner legal name: _____.

(Do not use a "doing business as" name)

Is the immediate owner owned or controlled by another entity: Yes or No.

(3) If the Offeror indicates "yes" in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest-level owner CAGE code: _____.

Highest-level owner legal name: _____.

(Do not use a "doing business as" name)

(End of provision)

**ADDENDUM TO OFFEROR REPRESENTATIONS AND CERTIFICATIONS
FAR AND DOSAR PROVISION(S) NOT PRESCRIBED IN PART 12**

The following DOSAR provision is provided in full text:

Proposal Note: If the bidder/offeror has indicated “yes” in blocks (a)(1), (2), or (3) of the following provision, the bidder/offeror shall include Defense Base Act (DBA) insurance costs covering those employees in their proposed prices. The bidder/offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>.]

652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES
(JUNE 2006)

- (a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

Category	Yes/No	Number	
(1) United States citizens or residents			
(2) Individuals hired in the United States, regardless of citizenship			
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no local workers’ compensation laws		local nationals:	
		third-country nationals:	
(4) Local nationals or third country nationals where contract performance takes place in a country where there are local workers’ compensation laws		local nationals:	
		third-country nationals:	

- (b) The Contracting Officer has determined that for performance in the country of ***Republic of the Philippines.***

- Workers’ compensation laws exist that will cover local nationals and third country nationals.
- Workers’ compensation laws do not exist that will cover local nationals and third country nationals.

- (c) If the bidder/offeror has indicated “yes” in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their

beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) RESERVED

(End of provision)

652.209-79 REPRESENTATION BY CORPORATION REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW (SEPT 2014) (DEVIATION per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State's policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that—

(1) It is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is [] is not [] a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(End of provision)