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

| 1. REQUEST NO. | 2. DATE ISSUED | 3. REQUISITION/PURCHASE REQUEST NO. | 4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 | RATING |
|---|---|---|---|---|
| SRP-380-13-Q-0331 | 05/09/2013 | PR2505494 | | |

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

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

| 8. TO: | | | | |
|---|---|---|---|---|
| a. NAME | b. COMPANY | | b. STREET ADDRESS | |
| c. STREET ADDRESS | | | c. CITY | |
| d. CITY | e. STATE | f. ZIP CODE | d. STATE | e. ZIP CODE |

| 10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) | IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter. |
|---|---|
| 05/23/2013 | |

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

| ITEM NO. (a) | SUPPLIES/ SERVICES (b) | QUANTITY (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) |
|---|---|---|---|---|---|
| | The US Embassy Manila invites you to submit a quotation in connection with a RIED Awareness Conference on June 18-20, 2013<br>Please see attached for the complete requirements.<br><br>Approvals:<br>NAGO: _____<br>NVW: _____ | | | | |

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

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

| 13. NAME AND ADDRESS OF QUOTER | | | 14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION | 15. DATE OF QUOTATION |
|---|---|---|---|---|
| a. NAME OF QUOTER | | | | |
| b. STREET ADDRESS | | | 16. SIGNER | |
| | | | a. NAME (Type or print) | b. TELEPHONE |
| c. COUNTY | | | | AREA CODE |
| d. CITY | e. STATE | f. ZIP CODE | c. TITLE (Type or print) | NUMBER |

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

| | |
|---|---|
| **Subject:** | REID AWARENESS CONFERENCE PACKAGE |
| **Document Summary:** | The U.S. Embassy of Manila invites you to submit a quotation in connection with RIED Awarness Conference Package on June 18-20, 2013 |
| **Remarks:** | Price offer shall be firm fixed-price, VAT exempt. The U.S. Government is exempt from paying the ad valorem/specific tax, customs and duties imposed by the Philippine Government under Section 106(a) and 109 of the Tax Code of 1997, respectively. Thus, price(s) shall be billed to the U.S. Government net of ad valorem tax, value added tax, customs and duties. Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of the items ordered and the original copy of invoice. The Direct Deposit Sign Up Form for EFT payment will be provided to the vendor upon award. All items should be delivered to US Embassy Manila Seafront Compound, Pasay City. See attached document for further remarks, including applicable clauses.<br><br>The RFQ is valid until 4:30 PM , 23 May, 2013 |
| **Instructions:** | You may submit your firm fixed price (Exclusive of VAT) through e-mail to LegayadaBB@state.gov or send through fax at +632 548-6762. For further queries, please get in touch with Ms. Dette Legayada at 301-2000 x 2975. |

PR2505494 -CONFERENCE PACKAGE 9772 RIED AWARENESS

## I. Room Accommodation

| | DESCRIPTION | ROOMS | CHECK-IN | CHECK-OUT | NIGHTS | COST/RM/NIGHT,PHP | TOTAL COST: |
|---|---|---|---|---|---|---|---|
| 1 | *Single Occupancy Room* | | 6/17/2013 | 6/21/2013 | 4 | | 0.00 |
| | ***Minimum Guaranteed*** | 20 | | | | | |
| | ***Maximum Guaranteed*** | 24 | | | | | |
| | **** CHARGING: Please confirm if hotel can meet below arrangements for -- actual charges apply not exceeding the maximum guaranteed no. of persons*** | | | | | | |
| | | | | | | | |
| | **TOTAL:** | | | | | | **0.00** |
| | **Inclusions:** (pls. mark the columns with an "x" if the ammenities are "yes", inclusive / "no" not inclusive with the room rate. Kindly fill up "cost of additional ammenities / night" in non inclusive. | **YES** | **NO** | ***cost of additional ammenities/night, PHP*** | | | **TOTAL COST:** |
| a | Buffet Breakfast | | | | | | |
| b | Complimentary daily international newspaper | | | | | | |
| c | *Complimentary 24 hour internet access in the room and at the Lounge* | | | | | | |
| d | *Complimentary use of DVDs, CDs, books, newspapers and magazines* | | | | | | |
| e | *Complimentary pressing of one(1) suit jacket and trouser/skirt) or dress upon arrival and 20% discount on laundry* | | | | | | |
| f | *Complimentary shoe shine service daily* | | | | | | |
| g | *Complimentary local landline calls* | | | | | | |
| h | *(fill-in additional amenities as necessary)* | | | | | | |
| | **TOTAL:** | | | | | | **0.00** |
| | **TOTAL ROOM RATES, PHP:** | | | | | | **0.00** |

## II. Function Room

| | DESCRIPTION | NO. OF PAX | BEGIN DATE | END DATE | NO. OF DAYS | COST/DAY, PHP | TOTAL COST: |
|---|---|---|---|---|---|---|---|
| 1 | Meal Requirements: AM/ PM Snacks and Buffet Lunch with drinks | | 6/18/2013 | 6/20/2013 | 3 | | |
| | ***Minimum Guaranteed*** | 30 | | | | | |
| | ***Maximum Guaranteed*** | 35 | | | | | |
| | **** CHARGING: Please confirm if hotel can meet below arrangements for -- actual charges apply not exceeding the maximum guaranteed no. of persons*** | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | **TOTAL:** | | | | | | **0.00** |
| | **Inclusions:** (pls. mark the columns with an "x" if the ammenities are "yes", inclusive / "no" not inclusive with the room rate. Kindly fill up "cost of additional ammenities / day" if in non inclusive. | **YES** | **NO** | ***cost of additional ammenities/day, PHP*** | | | **TOTAL COST:** |
| 1 | Flowing Coffee, Tea and Water | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 2 | Classroom Facility with requireed space for 30-35 pax | | | | | | |
| 3 | Classroom must be secured overnight (course materials will be stored in classroom and must be safeguarded) | | | | | | |
| 4 | Classroom must have required space, power and airconditioning needed to support multiple compter systems and audio equipment | | | | | | |
| 5 | Internet access high speed wifi access (at least 5 connections) | | | | | | |
| 6 | Wifi access in all room , public areas and conference area | | | | | | |
| 7 | Wide screen | | | | | | |
| 8 | Complimentary use of Function Room | | | | | | |
| 9 | *PA Sound System* | | | | | | |
| 10 | *A podium and flat utility table to accommodate presenter's laptop computer and two projectors* | | | | | | |
| 11 | *Pads and Pencils* | | | | | | |
| 12 | *Whiteboard with markers/ Flipchart and markers* | | | | | | |
| 13 | *Mints and Candies* | | | | | | |
| 14 | *Complimentary parking pass for at least 15 pax* | | | | | | |
| | *(fill-in additional amenities as necessary)* | | | | | | |
| | **TOTAL:** | | | | | | **0.00** |
| | **TOTAL FUNCTION RM. RATES, PHP:** | 0 | | | | | **0.00** |

## III Dinner Reception

| | DESCRIPTION | NO. OF PAX | BEGIN DATE | END DATE | NO. OF DAYS | COST/DAY, PHP | TOTAL COST: |
|---|---|---|---|---|---|---|---|
| 1 | Dinner Reception/Cocktails | 35 | 6/19/2013 | 6/19/2013 | 1 | | |
| | Open bar- softdrinks juices at least for 2 hours) | | | | | | |
| | | | | | | | |
| | **TOTAL:** | | | | | | |
| | | | | | | | |

## IV Interpreter Booth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | ***3 units or sets of Interpreter booth with complete equipment as follows:*** | 1 LOT | 6/18/2013 | 6/20/2013 | 3 | | |
| | *18 units of headsets and receiver* | | | | | | |
| | *3 units of dual interpreters with junction box* | | | | | | |
| | *6 units interpreters console with headphone & gooseneck mic* | | | | | | |
| | *6 units infrared radiator* | | | | | | |
| | *1 unit central unit* | | | | | | |
| | *1 lot cables and wires* | | | | | | |
| | *Note: Price must be good for 3 days and must include set up schedule - a day prior to schedule date of event* | | | | | | |
| | **TOTAL:** | | | | | | **0.00** |

**GRAND TOTAL:**

| | |
|---|---|
| TOTAL ROOM RATES, PHP: | 0.00 |
| TOTAL FUNCTION RM. RATES, PHP: | 0.00 |
| DINNER RECEPTION, PHP : | 0.00 |
| INTERPRETER BOOTH, PHP: | 0.00 |
| **GRAND TOTAL , PHP:** | **0.00** |

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

## COMMERCIAL ITEMS

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

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: https://www.acquisition.gov/far

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

### FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

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

The following clause is provided in full text:

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

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)). (applies for all orders)

____ Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

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

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

*[Contracting Officer check as appropriate]*

| | **Clause Number and Title** |
|---|---|
| | (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). |
| | (2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note). |
| | (3) [Reserved]. |
| | (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (FEB 2012) (Pub. L. 109-282) (31 U.S.C. 6101 note). (in all solicitations and contracts of $25,000 or more) |
| | (5) [Reserved]. |
| | (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (DEC 2010) (31 U.S.C. 6101 note). (if contract value exceeds $30,000) |
| | (7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (FEB 2012) (41 U.S.C. 2313). (contract value exceed $500,000 and offeror's total federal contracts value are over $10,000,000) |
| | (8) – (26) [Reserved]. |
| | (27) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (MAR |

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

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

*[Contracting officer check as appropriate.]*

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

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

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

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

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

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

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

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

(iii) [Reserved]

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

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

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

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

(viii) [Reserved].

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).
___Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) – (xii) [Reserved].

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

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

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

(End of clause)

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

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

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

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

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

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

(End of clause)