



EMBASSY OF THE
UNITED STATES OF AMERICA

Nouakchott, Mauritania

03/05/2012

Dear prospective offeror:

American Embassy, Nouakchott, has a requirement for a contractor to provide work specified in the attached statement of work.

You are invited to submit quotes.

The request for quotations (RFQ) consists of the following sections:

1. Standard Form SF 18
2. Statement of Work
3. Clauses

The Embassy will award a purchase order for the work being assigned to contractor on a fixed price basis. You are encouraged to make your quote competitive. The RFQ does not commit American Embassy Nouakchott to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by 3/22/12 at 11:00 am.

Oral quotes will not be accepted.


Sincerely,
Stephen Este
General Services Officer

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO. 12-07	2. DATE ISSUED 03/05/2012	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY General Services Office, American Embassy Nouakchott, Mauritania			6. DELIVER BY (Date) 03/22/2012	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Stephen Este		TELEPHONE NUMBER AREA CODE NUMBER 222 45252660		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE General Services Officer	
a. NAME		b. COMPANY		b. STREET ADDRESS 288, Rue 42-100 Abdallaye
c. STREET ADDRESS			c. CITY Nouakchott	
d. CITY		e. STATE	f. ZIP CODE	d. STATE MR
e. ZIP CODE				
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 03/22/2012		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

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

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Send your quotation for copier maintenance services for two option years as specified in the attached statement of work				

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

NOTE: Additional provisions and representations are are not attached.

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

During this contract period, the Government will place orders totaling a minimum of 21 copiers for this period of performance. The maximum quantity of all orders shall not exceed 21 for this period of performance.

First Option Year

<u>Copier Workload Volume Description</u>	<u>Manufacturer's Model Number/ Type</u>	<u>Price Per Copier (um)</u>	<u>Est. No. of copiers</u>	<u>Est. copier per month</u>	<u>Total Price</u>
	Category One				
Volume Over 50,000 copies/month	_____	_____	_____	_____	_____
	Category Two				
Volume of 10,000 to 50,000 copies/month	_____	_____	_____	_____	_____
	Category Three				
Volume of 5,000 to 10,000 copies/month	_____	_____	_____	_____	_____
	Category Four				
Volume of 1,000 to 5,000 copies/month	_____	_____	_____	_____	_____
	Category Five				
Volume of under 1,000 copies/month	_____	_____	_____	_____	_____
	Total Estimated Amount per Month				_____
					x <u>12</u>
	Estimated Amount for First Option Year				_____

***MINIMUM AND MAXIMUM AMOUNTS**

During this contract period, the Government will place orders totaling a minimum of 21 copiers for this period of performance. The maximum quantity of all orders shall not exceed 21 copiers for this period of performance.

Second Option Year

<u>Copier Workload Volume Description</u>	<u>Manufacturer's Model Number/ Type</u>	<u>Price Per Copy (um)</u>	<u>Est. No. of copiers</u>	<u>Est. copies per month</u>	<u>Total Price</u>
	Category One				
Volume Over 50,000 copies/month	_____	_____	_____	_____	_____
	Category Two				
Volume of 10,000 to 50,000 copies/month	_____	_____	_____	_____	_____
	Category Three				
Volume of 5,000 to 10,000 copies/month	_____	_____	_____	_____	_____
	Category Four				
Volume of 1,000 to 5,000 copies/month	_____	_____	_____	_____	_____
	Category Five				
Volume of under 1,000 copies/month	_____	_____	_____	_____	_____
	Total Estimated Amount per Month				_____
				x	<u>12</u>
	Estimated Amount for Second Option Year				_____

Total of the base period	_____
Total of option period 1	_____
Total of option period 2	_____

LIST OF EMBASSY COPIERS

NO.	MODEL	NEPA	LOCATION
1.	Ricoh 2550-	019434	Annex I near IMO
2.	Ricoh 171-	019433	Annex I FM Office.
3.	Canon IR1605-	019677	Annex II Down (DS Property).
4.	Ricoh MP5500-	019435	GSO Downstairs.
5.	Ricoh MP5500-	019679	Mail Room (OBX).
6.	Ricoh MPC4501-	020416	Mail Room (OBX).
7.	Ricoh MCP-2550	-020583	Annex II Down.
8.	Ricoh MCP-2550-	020597	GSO.
9.	Ricoh MCP-2550	-020600	CONSULATES.
10.	Canon PC 890-	021735	Cashier
11.	Ricoh 171		Health Unit
12.	Ricoh 2550-		Chancery (PROG).
13.	PC 890-		Telephone Operator (PROG)
14.	Ricoh 6001-		PD.
15.	Ricoh 171-		POL/ECON.
16.	CANON PC-D340 -		PD (IRC Library)
17.	Ricoh 171 -		DAO
18.	Ricoh 171		WAREHOUSE
19.	Ricoh 171		FM
20.	Ricoh 2550		HR
21.	Ricoh 171		OBX Upstairs

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY
OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-52)**

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: <http://www.acqnet.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)	JUN 2010
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
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

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 2011)

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

(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 (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). <i>[Check if order exceeds \$150,000]</i>
(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) – (24) [Reserved].
x	(25) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126). <i>[Check if order is for supplies and exceeds the micro-purchase threshold]</i>
	(26) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(27) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(28) 52.222-35, Equal Opportunity for Veterans (SEPT 2010) (38 U.S.C. 4212). <i>[Check if the following apply: for supplies, the order exceeds \$150,000 and is awarded to a U.S. firm. For services, the order exceeds \$150,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(29) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(30) 52.222-37, Employment Reports on Veterans (SEPT 2010) (38 U.S.C. 4212). <i>[Check if you have included the clause 52.222-35]</i>
	(31) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201) <i>[Check if the order is for services and the amount exceeds \$150,000]</i>
√	(32)(i) 52.222-50, Combating Trafficking in Persons (FEB 2009) <i>[Check for all orders]</i>
	(32)(ii) Alternate I of 52.222-50 <i>[Check if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees]</i>
	(33) – (38) [Reserved].
	(39) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). <i>[Check if the order is for supplies or services that involve the acquisition of supplies and the amount exceeds \$203,000]</i>
x	(40) 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). <i>[Check if the order is for either supplies or services and the amount exceeds the micro-purchase threshold, unless authorized by OFAC]</i>
	(41) – (44) [Reserved].
	(45) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332). <i>[Check if payment will be made by EFT and the contractor has registered in the CCR]</i>
x	(46) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). <i>[Check if payment will be made by either EFT or other means, e.g., check, and the contractor has not registered in the CCR]</i>
	(47) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332). <i>[Check if payment will be made by a third party, e.g., purchase card]</i>
	(48) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a). <i>[Check if the order is for information technology which requires security of information technology, and/or is for the design, development, or operation of a system of records using commercial information technology services or support services]</i>
	(49)(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). <i>[Check if the order is for supplies that may involve ocean transportation: at least 50% of the gross tonnage must be transported on privately owned U.S.-flag commercial vessels to the extent that such vessels are available at rates that are fair and reasonable for U.S.-flag commercial vessels]</i>
	(ii) Alternate I (APR 2003) of 52.247-64. <i>[Check if 100% of the supplies will be transported on privately owned U.S.-flag commercial vessels]</i>

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

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

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

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

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

(e)(1) [This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.] Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (xi) of this paragraph 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 subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1,500,000 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 (SEPT 2010) (38 U.S.C. 4212).

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

(vii) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201).

(viii) [Reserved].

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(x) – (xii) [Reserved].

(xiii) Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 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.

(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 \$100,000)	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.”	JUNE 2006
652.229-70x	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	APR 2004

Bezeid, Mohamed F

From: Dinkel, Nicholas
Sent: Tuesday, February 21, 2012 2:40 PM
To: Bezeid, Mohamed F
Subject: RE: COPIERS MAITENANCE

Mohamed – you are not required to use the OPE model. Our model is actually for the supply/rental of machines to include maintenance. However, I do recommend that you use our model as a guide for some of the wording to include the possibility of including one or two option years, security requirements and FAR/DOSAR clauses. Remember, you are required to seek competition since the estimated value is over \$3000 – let me know if you have any other questions, Nick

From: Bezeid, Mohamed F
Sent: Thursday, February 16, 2012 8:52 AM
To: Dinkel, Nicholas
Subject: COPIERS MAITENANCE

DEAR NICK

WE USUALY DO A STATEMENT OF WORK FOR MONTHLY MAINTENANCE OF OUR COPIERS. THE ANNUAL COST DOES NOT EXCEED \$ 9000.00

DO WE NEED TO USE THE OPE SOLICITATION?

THE SERVICES ICLUDE:

- A monthly maintenance of the equipment;
- Replacement of parts supplied by the Embassy;
- Cleaning, lubricating, adjusting and testing equipment to ensure proper operation;
- Answering unlimited calls to cover emergency repairs;
- Issuing technical reports after each visit;
- Training operator on how to use the machine.

Thanks a lot for your continued supports and advices.

This email is UNCLASSIFIED.