

Date: 06/05/2015
American Embassy Kathmandu

Dear Prospective Quoter:

SUBJECT: Solicitation Number SNP400-15-Q-9318, Full Service Elevator Maintenance

The Embassy of the United States of America invites you to submit a quotation for Full Service Elevator Maintenance.

The Embassy intends to conduct a pre-quotation conference upon written request from interested quoters, and all interested quoters who have requested for a pre-quotation conference will be invited to attend.

Submit your quotation in a sealed envelope marked "Quotation Enclosed" to the Paul G Stenseth, American Embassy Kathmandu, Maharajgunj, Kathmandu on or before 07/06/2015 on 17:00 hours local time. No quotations will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. Provide, in English, a Full Service Maintenance agreement in accordance with Section II "**Requirements for a successful submission:**"
2. Provide proof of expertise on the specific equipment.

Direct any questions regarding this solicitation to Paul G Stenseth by letter or by telephone 009771 423-4000 Ext. 4334 during regular business hours.

Sincerely,



Paul G Stenseth
Contracting Officer

SECTION A - THE SCHEDULE

A. DESCRIPTION

The American Embassy Kathmandu, Nepal is requesting the services of a qualified elevator service company to provide full service maintenance for two elevator in Kathmandu, Nepal.

A.1. TYPE OF CONTRACT

This is a firm fixed price contract payable entirely in Nepalese Rupees. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The contract price will not be adjusted due to fluctuations in currency exchange rates.

A. 2. PRICES

The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

A.3. PERIOD OF PERFORMANCE

The contract will be for a period of one-year, with four one-year optional periods of performance.

The Contractor shall provide the services shown below for the period of the contract and continuing for a period of 12 months.

A.3.1. Base Year. The Contractor shall provide the services shown below for the Base period of the contract and continuing for a period of 12 months.

<i>CLIN</i>	<i>Description</i>	<i>type of services</i>	<i>No. of service</i>	<i>Unit price / service in NRs</i>	<i>Total per year in NRs</i>
001	Full service maintenance for two elevator includes all parts, materials, supplies and labor with the exception of repairs made due to acts of force majeure and misuse:	Monthly	12		
	Total cost Base Year				

A.3.2. Option Year 1. The Contractor shall provide the services shown below for

Option Year One of the contract, and continuing for a period of 12 months.

<i>CLIN</i>	<i>Description</i>	<i>type of services</i>	<i>No. of service</i>	<i>Unit price / service in NRs</i>	<i>Total per year in NRs</i>
001	Full service maintenance for two elevator includes all parts, materials, supplies and labor with the exception of repairs made due to acts of force majeure and misuse:	Monthly	12		
	Total cost Option year One				

A.3.3. Option Year 2. The Contractor shall provide the services shown below for

Option Year Two of the contract, and continuing for a period of 12 months.

<i>CLIN</i>	<i>Description</i>	<i>type of services</i>	<i>No. of service</i>	<i>Unit price / service in NRs</i>	<i>Total per year in NRs</i>
001	Full service maintenance for two elevator includes all parts, materials, supplies and labor with the exception of repairs made due to acts of force majeure and misuse:	Monthly	12		
	Total cost Option Year Two				

A.3.4. Option Year 3. The Contractor shall provide the services shown below for

Option Year Three of the contract, and continuing for a period of 12 months.

<i>CLIN</i>	<i>Description</i>	<i>type of services</i>	<i>No. of service</i>	<i>Unit price / service in NRs</i>	<i>Total per year in NRs</i>
001	Full service maintenance for two elevator includes all parts, materials, supplies and labor with the exception of repairs made due to acts of force majeure and misuse:	Monthly	12		
	Total cost Option Year Three				

A.3.5. Option Year 4. The Contractor shall provide the services shown below for Option Year Four of the contract, and continuing for a period of 12 months

<i>CLIN</i>	<i>Description</i>	<i>type of services</i>	<i>No. of service</i>	<i>Unit price / service in NRs</i>	<i>Total per year in NRs</i>
001	Full service maintenance for two elevator includes all parts, materials, supplies and labor with the exception of repairs made due to acts of force majeure and misuse:	Monthly	12		
	Total cost Option year Four				

A.3.6. Total for all years:

Base Year	\$ _____
Option Year 1	\$ _____
Option Year 2	\$ _____
Option Year 3	\$ _____
Option Year 4	\$ _____
TOTAL	\$ _____

SECTION B – PERFORMANCE WORK STATEMENT

DESCRIPTION/SPECIFICATION/WORK STATEMENT

The United States Embassy Kathmandu, Nepal is requesting the services of a qualified elevator service company to provide full service maintenance for two elevator units. This includes the following as well as the details of works mentioned in **Exhibit A** as attached:

B.1 Equipment Inventory:

A. "Chancery:"

"Narayan Gopal Sadak, Maharajgunj
Kathmandu, Nepal"

"Passenger Elevator 1"

Name: "ELEC# 1"
Date of Install: "12/14/2005"
Manufacturer: "Otis"
Capacity: "1600 kg"
Speed: "1 m/s"
Drive Type: "Overhead traction"
Date of Last
Inspection: "07/14/2014"
Known Issues: "None"

"Passenger Elevator 2"

Name: "ELEC# 2"
Date of Install: "12/14/2005"
Manufacturer: "Otis"
Capacity: "1600 kg"
Speed: "1 m/s"
Drive Type: "Overhead traction"
Date of Last
Inspection: "07/14/2014"
Known Issues: "none"

B.2. Requirements for a successful submission:

- A. Provide a full service maintenance agreement written in English. Full service maintenance means that all parts, materials, supplies and labor are included with the exception of repairs made due to acts of force majeure and misuse.
- B. Monthly, scheduled maintenance visits which follow the systematic approach defined in the approved maintenance check chart. See item ix.
- C. 24 hour call back service. Entrapments or accidents involving vertical transportation equipment are automatically an emergency call back, as

is a condition where all units are out of service. These calls should have a 1 hour maximum response time. Other call backs should carry a maximum response time of 24 hours. This work is inclusive to the contract pricing and is not billable unless caused by acts of force majeure and/or misuse.

- D. Labor rates for work that is billable. This includes work not covered by the terms (i.e. vandalism repairs) and overtime rates. This should include rates for a mechanic/technician and an apprentice/helper.
- E. A term that follows the *1+4 option year(s) model* and will not automatically renew annually. Provide pricing for: *Base Year & Option Years 1-4*, with any applicable escalations.
- F. Payment terms are for services rendered and not in advance.
- G. Clear and concise qualifications which prove an aptitude for the specific types of equipment. This should include any specific training the contractor has and other locations with similar equipment. With this, a list of technicians who will visit Post to service the equipment.
- H. Included in the price, the contractor will obtain, in a timely fashion, any spare parts required to restore safe operations.
- I. An equipment specific maintenance check list that will be filled out during each visit. This document should reflect the specific maintenance requirements for a piece of equipment and is required to be posted in the elevator machine space.
- J. A schedule that defines the exact day, each month maintenance will occur, and the duration of time required. Also, a list of tools being brought on site.
Note: There are rare occurrences when the facility is not able to accept the contractor on the proposed date. During these periods, the Contractor is required to arrange a new, agreed upon date to complete monthly maintenance.
- K. Provisions for testing. The contractor should provide Post with "point of contact" information for a local Qualified Elevator Inspector (QEI) who will witness testing of the equipment. The third party inspector cannot work for the contractor and should be paid by Post directly. Testing requirements are: Annual "No-Load" Safety Tests and Five Year "Full Load" Safety Tests in accordance with local regulations unless otherwise stated. The contractor shall provide all necessary procedures, labor, testing equipment and test weights.
- L. Inclusive to the price will be the following:
 - a. Replacement of components such as hoist ropes and other suspension means.
 - b. To supply and replace batteries for the emergency lighting.
 - c. To maintain the in car emergency communication device in working order. *Note: Exclusive to this, Post will maintain an active phone line to the connection point.*
 - d. To supply and replace any key switches which operate elevator components. *Note: Keys are the responsibility of Post.*

B.3. ADMINISTRATIVE RECORDS

The Contractor shall maintain administrative files, which shall at a minimum include time and attendance records for all employees furnished under the contract. The COR is authorized to examine the Contractor's administrative files. Daily time and attendance records shall be maintained and may be reviewed as required by the COR.

C. INSPECTION AND ACCEPTANCE

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://www.acquisition.gov/far/> 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, Excite) to obtain the latest location of the most current FAR.

CLAUSE TITLE AND DATE

52.246-6 INSPECTION—TIME AND MATERIAL AND LABOR HOUR (MAY 2001)

C.1. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP). This plan is designed to provide an effective surveillance method to promote effective 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 conduct quality assurance to ensure that contract standards are achieved.

Performance Objective	PWS Paragraph	Performance Threshold
<u>Services</u> Performs all interpreting services set forth in the Performance Work Statement (PWS).	B.1. thru B.4 and Exhibit A	All required services are performed and no more than one (1) customer complaint is received per year.

C.1.1 Surveillance. 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.

C.1.2 Standard. The performance standard is that the Government receives no more than one (1) customer complaint per year. 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 52.246-6, Inspection – Time and Material and Labor-Hour (MAY 2001)), if any of the services exceed the standard.

C.1.3 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.

D. DELIVERIES AND PERFORMANCE

Performance shall be completed by receiving completion report and approved by COR.

52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

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://www.acquisition.gov/far/> 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, Excite) to obtain the latest location of the most current FAR.

CLAUSE TITLE AND DATE

52.242-15 STOP-WORK ORDER (AUG 1989)

E. CONTRACT ADMINISTRATION DATA

E.1. CONTRACTING OFFICER'S REPRESENTATIVE.

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 **Facility Engineers.**

E.2 INVOICING AND PAYING INSTRUCTIONS

The Contractor shall submit the invoice in the original and three copies to the designated billing address indicated in this contract. The COR will determine if the invoice is complete and proper as submitted. The COR also will determine if billed services have been satisfactorily performed. If the amount billed is incorrect, the COR will, within seven days, request the Contractor to submit a revised invoice.

Contractor shall mail the invoices to:

**American Embassy Kathmandu
Financial Management Office
Maharajgunj, Kathmandu Nepal.**

E.2.1 The Contractor shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.

F. SPECIAL CONTRACT REQUIREMENTS

F.1 PERMITS

Without additional cost to the Government, the Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work under this contract.

F.2 RELEASE OF INFORMATION

All information furnished to the Contractor and developed by the Contractor in connection with this transaction shall be considered privileged. The Contractor shall make no public announcements, including news or press releases about this contract.

F.3 STANDARDS OF CONDUCT

The Contractor shall maintain satisfactory standards of competency, conduct, cleanliness, appearance and integrity. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves and the United States Government. Interpreters must at all times use politeness and courtesy in the course of their duties.

SECTION G - CLAUSES

G.1 THE FOLLOWING CLAUSES APPLY FOR ALL SERVICES PROVIDED UNDER THIS CONTRACT.

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://www.acquisition.gov/far/> 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 access the links to the FAR. You may also use an internet "search engine" (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.202-1	DEFINITIONS (NOV 2013)
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011)
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JULY 2013)
52.204-12	DATA UNIVERSAL NUMBERING SYSTEM NUMBER MAINTENANCE (DEC 2012)
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (JULY 2013)
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (AUG 2013)
52.209-9	UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
52.213-4	TERMS AND CONDITIONS-SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (JULY 2014)
52.222-19	CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES (JAN 2014)

- 52.222-50 COMBATting TRAFFICKING IN PERSONS (FEB 2009)
- 52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
- 52.225-5 TRADE AGREEMENTS (NOV 2013)
- 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)
- 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 TAXES - FOREIGN FIXED-PRICE CONTRACTS (FEB 2013)
- 52.229-7 TAXES- FIXED PRICE CONTRACTS WITH FOREIGN GOVERNMENTS (FEB 2013)
- 52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR HOUR CONTRACTS (AUG 2012)
- 52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)
- 52.232-17 INTEREST (MAY 2014)
- 52.232-22 LIMITATIONS OF FUNDS (APR 1984)
- 52.232-25 PROMPT PAYMENT (JULY 2013)
- 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT (JULY 2013)
- 52.232-34 PAYMENT BY EFT – OTHER THAN SAM (JULY 2013)
- 52.232-40 PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)
- 52.233-1 DISPUTES (MAY 2014) Alternate I (DEC 1991)
- 52.243-3 CHANGES – TIME AND MATERIALS OR LABOR HOURS (SEPT 2000)
- 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS (JULY 2014)

52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM) (APR 1984)	
52.249-6	TERMINATION (COST REIMBURSEMENT) (MAY 2004) (Alternate IV) (SEPT 1996)	
52.249-14	EXCUSABLE DELAYS (APR 1984)	

FAR CLAUSES PROVIDED IN FULL TEXT

II. CLAUSES FROM DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR)

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)

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.

(End of clause)

[Note to Contracting Officer: See instructions on whether to add DBA clause 652.228-71, Workers' Compensation Insurance (Defense Base Act) – Service. If this clause is included mark paragraphs b, c, d, e, and f as "RESERVED".]

652.229-71 PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD (AUG 1999)

Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the Contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the Contractor shall observe the requirements of 22 CFR Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The Contractor warrants the following:

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

(2) That it 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.

652.243-70 NOTICES (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the Contracting Officer.

SECTION H - LIST OF ATTACHMENTS

1. Exhibit A Scope of Services 5 pages

SECTION I- INSTRUCTION ON HOW TO SUBMIT A QUOTATION

I.1 SUBMISSION OF QUOTATIONS

This solicitation is for the performance of the services described in Section B.

Summary of Instructions

Each quotation must consist of the following physically separate volumes:

Volume	Title	Number of Copies
1	Executed Standard Form SF1449 and Completed Section 17.a., 22, 23, 30a, 30b	1
2	Management Information	1

Submit the complete quotation to the address on the SF-1449.

The quoter shall state any deviations, exceptions, or conditional assumptions taken regarding this solicitation and explain/justify them in the appropriate volume of the offer.

1. Volume 1 shall contain complete pricing schedules as identified in Section A, including professional services, travel expenses, overhead, G&A, profit, subcontractor costs and all other costs related to the services required to perform the work described in Section B of this request for quotations.

2. Volume 2 shall include information demonstrating the quoter's ability to perform including:

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

(B) List of clients, demonstrating prior experience in consecutive or simultaneous interpreting to and from English with relevant past performance information and references;

(C) Any special training the interpreter(s) may have, including formal education, previous experience interpreting for the embassy or other diplomatic organization;

(D) Evidence that the quoter has all licenses and permits required by local law (see DOSAR 652.242-73 in Section G).

(E) Authorized Company Certificate to provide maintenance service of equipments.

1.2 Submit the complete quotation to the address indicated on the solicitation cover page, if mailed, or the address set forth below, if hand delivered.

**American Embassy Kathmandu
General Services Office
Maharajgunj, Kathmandu, Nepal.**

Quotations submitted after the due date and time indicated on the SF-1449 cover sheet may not be considered.

1.3 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer.

Also, the full text of a solicitation provision may be accessed electronically at:
<http://www.acquisition.gov/far/> 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 of an internet "search engine" (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

<u>PROVISION</u>	<u>TITLE AND DATE</u>
52.204-7	SYSTEM FOR AWARD MANAGEMENT (JULY 2013)
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
52.215-1	INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION (JAN 2004)

I-3 SOLICITATION PROVISIONS INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Labor-Hour purchase order resulting from this solicitation.

52.233-2 SERVICE OF PROTEST (SEPT 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Vincent Romero, Management Counselor, American Embassy Kathmandu.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

I.4 FINANCIAL STATEMENT

If asked by the Contracting Officer, the offeror shall provide a current statement of its financial condition, certified by a third party, that includes:

Income (profit-loss) Statement that shows profitability for the past 3 years;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for this information may cause the Government to determine the offeror to be nonresponsible.

SECTION J – EVALUATION CRITERIA

J.1 Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price.

The lowest price will be determined by evaluating the hourly rate given in Section A of this solicitation. Acceptability will be determined by assessing the offeror's compliance with the terms of the RFQ. Responsibility will be determined by analyzing whether the apparent successful quoter complies with the requirements of FAR subpart 9.1, including:

- 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.

J.2 THE FOLLOWING FAR PROVISION IS PROVIDED IN FULL TEXT:

52.225-17 EVALUATION OF FOREIGN CURRENCY OFFERS (FEB 2000)

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

- (a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
 - (b) For acquisitions conducted using negotiation procedures—
 - (1) On the date specified for receipt of offers, if award is based on initial offers; otherwise
 - (2) On the date specified for receipt of proposal revisions.
- (End of provision)

J-3 SEPARATE CHARGES

Separate charges, in any form, are not solicited. For example, any charges for failure to exercise an option are unacceptable.

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER
STATEMENTS OF OFFERORS OR QUOTERS

K.1 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) 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 USC 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.

(d) 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 U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;
 - Offeror is an agency or instrumentality of a foreign government;
 - Offeror is an agency or instrumentality of the Federal Government.

(e) 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 _____.

(f) Common Parent.

- Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.
- Name and TIN of common parent:
 Name _____
 TIN _____

(End of provision)

K.2 RESERVED

K.3 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAY 2014)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **541930**.

(2) The small business size standard is **\$7.0 Million USD**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

[] (i) Paragraph (d) applies.

[] (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, 2010, or 2012.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xvi) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$79,507, the provision with its Alternate II applies.

(D) If the acquisition value is \$79,507 or more but is less than \$100,000, the provision with its Alternate III applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to—

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

___ (i) 52.219-22, Small Disadvantaged Business Status.

___ (A) Basic.

___ (B) Alternate I.

___ (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

___ (iii) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Certification.

___ (iv) 52.222-52, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.

___ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

___ (vi) 52.227-6, Royalty Information.

___ (A) Basic.

___ (B) Alternate I.

___ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer

that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within 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 the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. 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.

FAR CLAUSE #	TITLE	DATE	CHANGE
_____	_____	_____	_____

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 on SAM.

(End of provision)

K.4. 52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS (APR 2010)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

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

(B) Have o have not o, 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 public (Federal, State, or local) 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 (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation);

(C) Are o are not o presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have o, have not o, 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.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *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.

(ii) *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.

(2) *Examples.*

(i) 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.

(ii) 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.

(iii) 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.

(iv) 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).

(ii) The Offeror has or has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies

available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.5. AUTHORIZED CONTRACT ADMINISTRATOR

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for Contract Administration, which includes all matters pertaining to payments.

Name: _____
 Address: _____
 Telephone Number: _____

[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 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>.]

K.6. 652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES (JUN 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 the country <i>where there are no</i> 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 <i>there are</i> local workers' compensation laws		Local Nationals:
		Third Country Nationals:

(b) The Contracting Officer has determined that for performance in the country of

- X 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)

K.7 52.225-20 PROHIBITION ON CONDUCTING RESTRICTED BUSINESS OPERATIONS IN SUDAN—CERTIFICATION (AUG 2009)

(a) *Definitions.* As used in this provision—

"Business operations" means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

"Marginalized populations of Sudan" means—

(1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and

(2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

"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 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.

(b) *Certification.* By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

(End of provision)

K.8 52.209-2 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS – REPRESENTATIONS (MAY 2011)

(a) Definition. Inverted domestic corporation means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 USC 395 (b), i.e. a corporation that used to be a partnership in the United States but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country that meets the criteria specified in 6 USC 395 (b), applied in accordance with rules and definitions of criteria 6 USC 395 (c).

(b) Relation to Internal Revenue Code. A foreign entity that is treated as an inverted foreign entity that is treated as an inverted domestic corporation for purposes of the Internal Revenue Code at 26 USC 7874 (or would be except that the inversion transactions were completed on or before March 4, 2003), is also an inverted domestic corporation for purposes of 6 USC 395 and for this solicitation provision (see FAR 9.108)

(c) Representation. By submission of its offer, the offer represents that it is not an inverted domestic corporation and is not a subsidiary of one.



Exhibit - A

SCOPE OF WORK

DATE: May 12, 2015

PROJECT: Comprehensive AMC of two OTIS Elevator

LOCATION: Maharajung, Kathmandu, Nepal

The Embassy of The United States, Maharajung, Kathmandu, Nepal, requests a proposal for the project as described below.

PROJECT DESCRIPTION: The work performed by the Contractor shall consist of furnishing all equipment, spare parts, qualified labor, tools necessary to provide full maintenance services, including but not limited to, cleaning, inspection, adjustments, tests, and the removal and replacement of parts as here and after specified, for two elevators installed in Chancery and as described on the accompanying pages.

EXTENT OF WORK: The work described under the following paragraphs shall be performed by the Contractor and unless otherwise specified, applies to all parts of the elevators, including but not limited to the following:

- **PREVENTIVE MAINTENANCE:** The Contractor shall provide regular and systematic examination and preventive maintenance service, making examinations in monthly intervals.
- **MANNER AND TIME OF CONDUCTING WORK:** All work shall be performed by skilled elevator repair persons, directly employed and supervised by the Contractor. The Contractor shall perform regular and preventive maintenance, tests and inspections during the regular working days of Embassy. Emergency adjustment call-back service at any hour of any day or night shall be considered as part of this contract and no overtime charges will be allowed. Response to **EMERGENCY CALLS** must be made within two (2) Hours after notification. The Contractor shall provide a telephone number to be answered on a twenty-four (24) Hour basis.

- Elevator machines, motor generator and control parts including mechanical parts, gears, worms, bearings, thrust bearings, brake, brake linings, magnetic frames, coil, motor and operating circuit resistors, leveling devices, cams, door operators, car and hoist way door hangers, car door contacts and door protective devices, elevator car guide rollers, signal lamps, hoisting, compensating and governor ropes.
- Regular and systematic preventive maintenance as per monthly windows generated work order All lubricants shall be of the proper grade and type recommended by the manufacturer of the elevator for the purpose used.
- The Contractor shall promptly correct any defects that may be found in the testing and examining of the Safety Devices.
- Keeping the guide rails clean and properly lubricated, except when roller type guides or dry gibs are involved, no rail lubrication shall be used.
- Keeping the exterior of the machinery, and any other parts of the equipment subject to rust, properly painted and presentable at all times.

ELEVATOR CONTROLLER: The Contractor shall use all proprietary diagnostic programming and adjustment tools, along with complete adjusting and diagnostic information which may be necessary to adjust or correct any problem within the solid-state system.

- The Contractor shall keep elevator equipment rooms and elevator machinery in clean condition and free of waste materials at all times. Clean elevator hatchways, rails, car tops, door tracks, elevator shaft pits, etc.
- The Contractor shall make certain all electrical and mechanical equipment is examined, lubricated, adjusted and repaired or replaced as necessary.
- Upon completion of each inspection, the Contractor shall obtain the signature of the Facilities Engineer, on a statement, showing that the inspection has been performed as specified.

REGULAR:

DESCRIPTION OF WORK	SCHEDULE
Make minor adjustments.	
Keep machine, motor and controller up dated.	
Keep hoist way equipment and entrances up dated.	
Clean, Grease & Lubricate bearings and guides.	
Attend emergency minor adjustments & 'call back' service during regular time.	
Attend minor adjustments 'call back' service	12 hours a day (i.e-8 am to 8 pm).
Attend Emergency break down and call back service	24 X 7 days

PERIODIC:

SCHEDULE	CODE
OCTOBER	ENTRANCE
NOVEMBER	CAR EQUIPMENT
DECEMBER	CONTROLLER/DRIVE
JANUARY	MOTOR / GOVERNOR
FEBRUARY	FIXTURES/BUTTONS/DISPLAY
MARCH	PIT EQUIPMENT
APRIL	COATED STEEL BELT/SENSOR
MAY	DOOR OPERATOR
JUNE	SAFETY CHAIN EQUIPMENT
JULY	HOISTWAY EQUIPMENT

AUGUST	TESTING OF OPTIONAL FEATURE
SEPTEMBER	ANNUAL EQUIPMENT SURVEY

All work is to be performed during regular working hours of our working days, unless otherwise mutually agreed.

Elevator details:

	General Information	Elevator#1	Elevator#2
1	Post	Kathmandu	Kathmandu
2	Property Name	Chancery	Chancery
3	Ownership Type	Government Owned	Government Owned
4	Property Number	3361	3362
Specifications - This section can be completed by elevator mechanic			
1	Local Unit ID	ELEC#1	ELEC#2
2	Duty	PASSANGER	PASSANGER
3	Manufacturer	OTIS Elevator, France	OTIS Elevator, France
4	Model	GEN2	GEN2
5	Job #	45NR0223	45NR0224
6	Installation Date	12/14/2005	12/14/2005
7	Elevator Type	TRACTION	TRACTION
8	Machine Drive	GEARLESS	GEARLESS
9	Operation	SIMPLEX	SIMPLEX
10	Group #		
11	Capacity (kgs / lbs)	1600 KG	1600 KG
12	Speed (m/s , fpm)	1 M/S	1 M/S
13	Stops (# of floor levels)	4-FRONT, 0-REAR	4-FRONT, 0-REAR

14	Entrances (# front and rear)	4-FRONT, 0-REAR	4-FRONT, 0-REAR
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Equipment Covered:

- a) Renew or repair all wire ropes / Belts and chains(where fitted) as often as required to maintain an adequate factor of safety to equalize the tension on all hoisting ropes, repair or replace control conductor cables.
- b) Systematically examine, adjust, repair & replace the following components: Machine, Encoders, Bearings, Sheave/ Pulley Bearings, Brake Contacts, Linings and Components.

Motor, Motor Winding, Bearings, Coils, Resistance, for Operating Motor Circuit, Magnet Frames and other Mechanical parts;

Controller, its components, Leveling Devices, Cams, Relays, Solid State Components e.g. PCBs, Transducers, Resistor, Condensers, Transformers, Contacts, Leads, rectifiers etc.

Door Operators, Door operator Controller, Timing Devices, Mechanical rollers, Vans, guides, sensors and Electrical Driving Equipments;

Governor, Governor Sheave, Shaft Assembly, Bearings, Contacts and Governor Jaws;

Car and Hall Mechanical Buttons, Car and Hall Position Indicator, Hall Lanterns, Car Direction Indicator and all other Car and landing Signal Fixtures, as installed.

Bearings, Car and Counterweight roller Guide for Rails and Buffer, top and Bottom limit Switches, Governor Tension Sheave Assembly, Compensating sheave Assembly, Car, Counterweight and Counterweight Guide Shoes including Gibs; Interlock on Hoistway Door, Hoistway Door Hangers, Car Door Hanger, Car Door Contact, Door Detectors, Load Weighing Equipment, Car frame, car Safety Mechanism and Platform, and other hoist way equipment.

WORK SCHEDULE:

All work and services provided for in this Agreement are to be performed during normal working hours on normal working days, except specified as emergency.

EMERGENCY MINOR ADJUSTMENT CALL BACK SERVICE:

All work and services provided for in this Agreement are to be performed during normal working hours on normal working days in presence of embassy representative and. This CALL-BACK service will be extended 12 hours on all working days as well as holidays. But will be extended for 24 hours for emergency accidental as well as entrapment condition.

EXCLUSIONS:

External wiring to elevator, main switches, lighting in lift pit hoistway/machine room and other equipments which is not the elevator component & does not have any role for smooth operation of elevator equipment.

PAYMENT TERMS:

Invoices for payment of the Contract Price will be issued and are payable after service is performed on regular basis.

SAFETY: Safety is the highest priority on this and all OBO/CFM/FM projects. The contractor shall direct all of those under his charge to work safely. Regular safety meetings shall be held among on-site contractor personnel, and safety concerns shall be brought to the attention of the Post Safety and Health Officer (PSHO) and the COR.

SECURITY REQUIREMENTS: None. The onsite team will be escorted whenever necessary.