

OMC GYM MEMBERSHIP PURCHASE ORDER 1 YEAR



*Embassy of the United States of America*

American Embassy Muscat  
August 07, 2016

Dear Prospective Bidder:

SUBJECT: Request for Quotations Number **PR5570583**

The Embassy of the United States of America invites you to submit a quotation to provide "**Fitness Club Membership**" for Embassy personnel at the American Embassy in Muscat, Oman.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed Ref: **PR5570583** – "**Fitness Club Membership**" to the Contracting Officer, Mr. John Jutte, Embassy of the United States of America, Muscat Oman, on or before 1300 Hrs on **August 14, 2016**.

Direct any questions regarding this request for quotations to Mr. John Jutte, Contracting Officer, email: [Juttejr@state.gov](mailto:Juttejr@state.gov) or Mohan Sundaram, Procurement Supervisor email: [SundaramM@state.gov](mailto:SundaramM@state.gov) by letter or by telephone +968 9933 1625 during regular business hours.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Lason", written over a horizontal line.

**George L. Lason**  
Contracting Officer

OMC GYM MEMBERSHIP PURCHASE ORDER 1 YEAR

I. PERFORMANCE WORK STATEMENT

A. The purpose of this firm fixed price purchase order is for annual fitness club memberships for U.S. Government personnel. The memberships will begin October 1, 2016 till September 30, 2017. All memberships will be transferable with notification within 15 days of transfer in accordance with Attachment A.

B. The contract will be for a one-year period from the date of the contract award.

1. Include the following columns in the pricing:

(a) Contract line item number = 01, 02, etc.

(b) Column: Schedule of Supplies = Description of Fitness Club Membership

(c) Column: Quantity = 15

(d) Column: Unit = RO 000.000 Monthly Rate per Membership

(e) Column: Unit Price = RO 000.000

(f) Column: Total Amount = RO 000.000 per Membership

2. Provide a blank under the last column for a total amount for the entire contract.

(g) **RO 000,000 = USD \$ 00,000.00**

3. Prices will be in Local Currency of RIAL OMANI.

OMC GYM MEMBERSHIP PURCHASE ORDER 1 YEAR

QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)

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

<b>Performance Objective</b>	<b>PWS Para</b>	<b>Performance Threshold</b>
Provide fitness club facilities in accordance with the Statement of work.	Attachment A	All required services are performed if no more than two (2) customer complaint is received per month

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.

2. STANDARD. The performance standard is that the Government receives no more than one (1) [Note to Contracting Officer: Insert other number if desired] customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212.4, Contract Terms and Conditions-Commercial Items (May 2001), if any of the services exceed the standard.

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.

OMC GYM MEMBERSHIP PURCHASE ORDER 1 YEAR

(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.

II. PRICING

Description - Fitness Club Membership	Quantity	Yearly Rate Per Membership in R.O.	Unit Price In R.O.	Total Amount In R.O.
Fitness Club Membership	15			
			Grand Total	

OMC GYM MEMBERSHIP PURCHASE ORDER 1 YEAR

**RFQ NUMBER PR5570583**  
SCHEDULE OF SUPPLIES/SERVICES  
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Provide Fitness Club Memberships for U.S. Government employees. All memberships must be transferable within 15 days' notice. Memberships shall be permitted to start and end at any given time during the contract period, prorated on a full monthly rate.

The facilities at a minimum,

- Fitness Club Facilities must be within fifteen kilometers of US Embassy Muscat.
- Fitness Club Facilities must be available between the hours of 0600 through 2200.
- Fitness Club Facilities shall include, but not limited to; treadmills, elliptical machines, stationary bikes, free weights, and strength training machines.
- Professional classes shall be available and include, but not limited to; aerobic, yoga, spin, and strength training.
- A lap pool shall be available on the premises and climate controlled for year round operation.
- Separate male and female changing rooms and shower facilities must be available.
- Fitness Club Facilities' hours of operation must not be male/female segregated.

OMC GYM MEMBERSHIP PURCHASE ORDER 1 YEAR

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

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

**EVALUATION FACTORS**

- Award will be made to the lowest priced, acceptable, responsible offeror.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ to include the technical information.
- The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:
  - Adequate financial resources or the ability to obtain them;
  - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - Satisfactory record of integrity and business ethics;
  - Necessary organization, experience, and skills or the ability to obtain them;
  - Necessary equipment and facilities or the ability to obtain them; and
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

**ATTACHMENT A**

***PERFORMANCE WORK STATEMENT (PWS)***

Provide Fitness Club Memberships for U.S. Government employees. All memberships must be transferable within 15 days notice. Memberships shall be permitted to start and end at any given time during the contract period, prorated on a full monthly rate.

The facilities at a minimum,

- Fitness Club Facilities must be within fifteen kilometers of US Embassy Muscat.
- Fitness Club Facilities must be available between the hours of 0600 through 2200.
- Fitness Club Facilities shall include, but not limited to; treadmills, elliptical machines, stationary bikes, free weights, and strength training machines.
- Professional classes shall be available and include, but not limited to; aerobic, yoga, spin, and strength training. Payment for these classes will be a personal expense of the employee.
- A lap pool shall be available on the premises and climate controlled for year round operation.
- Separate male and female changing rooms and shower facilities must be available.
- Fitness Club Facilities' hours of operation must not be male/female segregated.
- Issuance of Membership Cards
- Overall quantity of memberships may be adjusted by contract modification based on the needs of US Embassy Muscat and prorated at a monthly rate.
- Membership rates apply to all US Government (USG) employees.
- DoD Memberships are transferable to the employee's billet replacement as memberships are for the billet not the individual.
- Membership payment may be official USG funds invoiced to US Embassy Muscat Financial Management Section or personal memberships by other USG employees with payment made by the employee.