

Embassy of the United States of America



Islamabad, Pakistan

Date: May 31, 2016

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To: Offeror

Request Number: PR5372225

From: Contracting Officer
General Services Office
US Embassy
Diplomatic Enclave, Ramna 5
Islamabad

E-mail: Mubarikrz@state.gov, LatifM@state.gov;

Phone: 92-51-201-5152

Subject: **Request for Price Quotation – Volley Ball Court sand replacement**

A. The Embassy requests your price quote **on a priority basis** for the **following item:**

1. ITEM DESCRIPTION

The U.S. Embassy Islamabad requires “**Volley Ball Court sand replacement**”. Provide your best rates.

1.1 Price

| S/ No | Item Description | Quantity | Total Price Lump sum (in PKR) |
|------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------|
| 1 | Volley Ball Court sand replacement Court Dimensions are 70’X45’X24” (LXWXD) | 233 Cubic yard of sand 8 to 10 Trucks Load | |
| | | | |

2. TERMS & CONDITIONS

SOW

Contractor shall remove and dispose of the contaminated sand and refill the volleyball court with washed and clean sand. The sand should be clean free of gravel, organics and mud. All sand to be covered with tarps at the end of work day and when finished. The contractor shall provide all supervision, skilled and unskilled labor and equipment's needed to perform the work. At completion of work, the Contractor shall clean any impacted areas to a condition equal to original condition. All shipping materials and construction debris are to be disposed of in a legal manner outside of the Compound.

Housekeeping : The contractor is responsible to clean up daily at the end of each work day.

Inspection & Acceptance:

A Government representative will inspect the products delivered to determine the quality and acceptability. The Awardee has to show sample of Sand before final delivery. Substandard products shall be returned at vendor's expense.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Financial Management Officer (FMO) after delivery.

Government Furnished Property/Equipment

- The Contractor is responsible for the proper care, maintenance and use of Government property in its possession or control from time of receipt until properly relieved of responsibility in accordance with the terms of the contract. The Contractor shall pay all costs for repair or replacement of Government furnished property that is damaged or destroyed due to Contractor negligence.
- The Contractor shall maintain written records of work performed, and report the need for major repair, replacement, and other capital rehabilitation work for Government property in its control.

Insurance

The contractor is responsible for obtaining whatever insurance is necessary according to local laws. The contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from an incident to the contractor's performance. The contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

Safety

The Contractor shall maintain schedules (if any) provided by the U.S. Embassy. The Contractor shall be responsible for quality control and perform inspection visits to storage/auction place on a regular basis.

The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs, and practices pertaining to labor, safety, and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the U.S. Embassy POC. Contractor shall provide proper scaffolding and fall protection. The scaffolding shall be steel pipes structure and strong enough to supporting at least four times the maximum intended load.

Any person working at a height greater than six feet (1.8 meters) shall be provided with fall protection. Regardless of height, if a worker can fall into or onto dangerous machines or equipment (such as an air conditioner or cement mixer) employers must provide fall protection.

The contractor is responsible to take appropriate measures in terms of safety (safety equipment and other adequate steps required by U.S. as well as local law) of the U.S. Government property and contractor's employees. U.S. Government will take no responsibility of any incident occurring because of contractor's negligence, safety violations and consequently any damages to the contractor's property and/or personnel.

Access to Government Buildings and Standards of Conduct:

The Contractor shall designate a representative who shall supervise the project, and be the Contractor's liaison with the U.S. Embassy Islamabad. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purposes.

Personnel Security. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor shall provide the names and biographic data for police/security clearance for all Contractor personnel who shall be used on this contract prior to their utilization.

SUBMISSION OF INVOICE:

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in pdf format to the Financial Management Center to IslamabadFMC-Invoice@state.gov
2. One copy clearly marked "DUPLICATE Copy for GSO – original submitted to FMO" to Islamabad_GSO_Procurement@state.gov

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):

Financial Management Officer (FMO)
US Embassy, Diplomatic Enclave
Ramna-5, Islamabad

For payment related queries contractor will contact Financial Management Officer (FMO) IslamabadFMC-Invoice@state.gov. Contracting Officer takes no responsibility for payment and/or associated queries.

Contract Clauses

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx this link does not work

| | |
|----------|------------------------------------------------------------------------------------------------------------------|
| 52.249-2 | Termination for Convenience of the Government (Fixed-Price) (MAY 2004) Alternate I (APR 1984) |
| 52.212-4 | Contract Terms and Conditions--Commercial Items (May 2015) |
| 52.212-5 | Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016) |

Offer Due Date:

1. Please submit your quote on or before **June 7, 2016 at 12:00 noon** to **Contracting Officer, U.S. Embassy, Diplomatic Enclave, Ramna-5, Islamabad** or via Email to following email addresses:

Mubarikrz@state.gov

LatifM@state.gov

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide reference of our Request Number **PR5372225** in all your correspondence regarding this request for price quotation.