

Islamabad, Pakistan  
Date: August 02, 2016  
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Drafted by: Abid Ali Rizvi

To: Offeror

Request Number: **5513462**

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

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Subject: **Request for Price Quotation to provide Auction Services**

**A.** The Embassy requests your price quote **on or before the date and time mentioned in Section 9** for the **following item/Services:**

**1. ITEM DESCRIPTION:**

The U.S. Embassy Islamabad requires the services of an auctioneer who will store, stage auction able U.S. property at his facility, and conduct auction as described in Statement of Work (SOW).

**2. SITE VISIT:**

A site visit may be organized to inspect auctioneer's storage/auction facility. Date and time of the visit will be decided later with mutual coordination of both the Auctioneer and U.S. Embassy.

**3. STATEMENT OF WORK:**

3.1. The auctioneer shall maintain a suitable covered storage facility with the boundary walls to receive and store U.S. Embassy property that is authorized for disposal through the auction process. Property received may include, but is not limited to:

- a. Office furniture, furnishings and equipment, to include IT equipment.
- b. Residential furniture and furnishings, to include welcome kit items.
- c. Appliances, to include washers, dryers, cooking stoves, refrigerators, freezers, distillers, oil-filled space heaters, transformers, vacuum cleaners, dehumidifiers and air conditioning units.
- d. Heavy equipment and materials, to include containers, generators, chillers, scrap metal, auto parts, construction equipment and used construction materials.

3.2. Warehouse will transport all auction items from Warehouse to Auction yard, beginning on September 19, 2016 and will complete this task by September 25, 2016. Warehouse staff will arrange auction lots and prepare list from September 26 till September 28, 2016. Inventory for actionable items will take place from September 29 till September 30, 2016.

3.3. The Auctioneer shall have adequate warehouse equipment and labor to properly store the items delivered to their facility. Embassy warehouse staff will prepare property for auction.

3.4. The auctioneer shall be required to maintain accountable records of inventory as provided by Embassy Property Office and guidance by the staff.

3.5. The Auctioneer shall be responsible for the protection of Embassy property from direct sun, heat, rain, rodent and insect infestations, other environmental conditions, and damage resulting in misuse of warehouse equipment.

3.6. The Auctioneer shall maintain adequate physical security to its storage facility to safeguard U.S. property from pilferage, vandalism and theft. The Auctioneer shall be responsible to reimburse the United States Government a depreciated value of those items pilfered, vandalized or stolen, if it is determined that the Auctioneer was at fault.

3.7. Auctions Sales: The Auctioneer, at his discretion, may conduct the auction at his storage facility or may conduct the auction at a separate location. If an auction is scheduled for an off-site location, the Embassy assumes no responsibility to assist in the transportation or provide labor to move the property to the site. After the lots are arranged by embassy staff, auctioneer is not allowed to move property.

3.8. In preparation for an auction, the auctioneer shall not, repeat, shall not repair, modify or remove components for spare parts in order to increase the resale value of the items. Items will be auctioned in their original condition as it was received. The auctioneer shall not, repeat, shall not segregate the property lots by age, physical or working condition and appearance.

3.9. The Auctioneer shall be responsible for advertising well in advance the auction through newspapers. Under no circumstances shall the advertisement indicate that the property belongs to the U.S. Embassy. Furthermore, the Auctioneer shall not convey in the auction announcement and to the general public attending the auction the names of Embassy employees or telephone numbers. Advertisement should be of size 7cm x 2 columns across, appearing in Sunday edition of daily Jang, The News, Nawa-e-Waqat and daily Express published from Rawalpindi and Lahore. Advertisement must appear in the above mentioned newspapers on October 02, 2016.

3.10. During the auction, the Auctioneer shall be responsible for the accounting of cash and for providing cashier services. This will include preparing and issuing receipts to successful bidders. At the end of the auction, Auctioneer shall properly secure the cash and present the cheque of entire sale proceed (in favor of U.S. Embassy, Islamabad) to the Embassy cashier on next business day of the auction.

3.11. It is a requirement of the U.S. Government that Embassy personnel observe the auction process. Embassy personnel shall have unrestricted access to the auction site. The Auctioneer may be subject to an audit if it is determined if irregularities were uncovered during the auction.

3.12. Auctioneer will provide adequate manpower (minimum 20 of their employees) on the auction day to use as runners and for standing along with lots to protect the embassy property.

3.13. Auctioneer will make every effort to get best price for the Embassy. Auction will start at 9:00 a.m. and will remain continue till all items are sold.

3.14. Auctioneer will use their auction yard, sound system and all other equipment and facilities required for a successful auction.

**4. MANAGEMENT AND SUPERVISION**

The contractor shall designate a Supervisor who shall be responsible for on-site supervision of the Contractor's workforce at all times while performing duties. This supervisor shall be the focal point for the Contractor and shall be the point of contact with POC.

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 POC.

**4.1. Prices**

S. No	Description of Services	Lump Sum Price & %age of Sale proceed*
1	Storage, staging the auction able property, advertisement and conducting auction per SOW (Lump sum price)	
2	Storage, staging the auction able property, advertisement and conducting auction per SOW (Percentage of sale proceed)	

\*Bidders are required to submit both the Lump sum price for the whole auction process (starting from the award date till the submission of sale (proceed cheque to Embassy cashier) and the percentage of sale proceed. Contractor shall be paid either the lump sum price determined in the contract or a percentage of the sale proceed, whichever will be less.

**4.2. Materials and Equipment**

The contractor shall provide all necessary services, equipment and storage/auction facility in order to accomplish the Government's requirement.

**4.3. Government Furnished Property/Equipment**

The Contractor is responsible for the proper care 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 replacement of Government furnished property that is damaged or destroyed due to Contractor negligence.

**5. Insurance**

The contractor is responsible for obtaining whatever insurance is necessary according to local laws for the security of Government property while in contractor's custody. The contractor agrees that the Government shall not be responsible for personnel 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.

**6. Point of Contact (POC):**

Embassy point of contact will be communicated to the successful bidder at the time of award.

**7. Period of Performance:**

Auction to be scheduled on Sunday October 09, 2016 starting from 09:00Hrs till the auction able items lasts.

**8. TERMS & CONDITIONS**

**8.1. Inspection & Acceptance:**

A Government representative will remain at the site to monitor the entire auction process on the day of auction, inspect from time to time the services being performed to determine whether work is being performed in a satisfactory manner and of acceptable quality.

**8.2. Payment Terms:**

Contractor shall submit invoice upon satisfactory completion of auction, original copy to Financial Management Officer (FMO) at the following address: [islamabadfmc-invoice@state.gov](mailto:islamabadfmc-invoice@state.gov) and a duplicate copy to GSO Contracting Officer at [RizviAA@state.gov](mailto:RizviAA@state.gov). Payment shall be made through EFT within 30 days upon receipt of legitimate invoice. Contractor shall be paid either the lump sum price determined in the contract or a percentage of the sale proceed, whichever will be less.

**8.3. Submission of Tax Receipt:**

Contractor upon collection of 10% tax from buyers should deposit the collected tax to the Government treasury and is required to submit the copy of the tax deposit receipt to the embassy within 30 days from the auction day.

**9. Offer Due Date:**

9.1. Please submit your quote not later than **Friday September 05, 2016 at 1500 hrs** via Email to following email addresses:

[RizviAA@state.gov](mailto:RizviAA@state.gov)  
[LatifM@state.gov](mailto:LatifM@state.gov)

9.2. Please prepare a quotation on your company letterhead in accordance with this RFQ.

9.3. Please quote our Request Number **5513462** in all your correspondence regarding this request for price quotation.

**10. Contract Clauses:**

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

[http://aopepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx)