



Embassy of the United States of America Port Moresby, Papua New Guinea

7 September 2012

Dear Prospective Offeror/Quoter:

The American Embassy Port Moresby has a requirement for a contractor to remove an asbestos ceiling (approximately 20 S.M.), re-insulate, and re-install a gyprock ceiling at the Ambassador's Residence in Port Moresby. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to conduct a site visit on 14 September and award a purchase order by the end of September. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy 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. Your proposal should include a completed SF-18, to include the price of block 11 and blocks 12-16. Submit the quotation to the address shown in block 5a of the SF-18 by 1630 on 21 September 2012. Oral quotations will not be accepted.

Sincerely,

A handwritten signature in cursive script that reads "Benjiman Bohman".

Benjiman Bohman
Contracting 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 2	PAGES 7
1. REQUEST NO. SPP500-12-Q-0200	2. DATE ISSUED 09/07/2012	3. REQUISITION/PURCHASE REQUEST NO. PR2046771	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY U.S. Embassy Port Moresby, Douglas St.			6. DELIVER BY (Date) 10/31/2012		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
NAME Benjiman Bohman (bohmanb@state.gov)		TELEPHONE NUMBER AREA CODE NUMBER 321 1455 x2165		9. DESTINATION	
8. TO:			a. NAME OF CONSIGNEE General Services Officer		
a. NAME		b. COMPANY		b. STREET ADDRESS US Embassy, Douglas St.	
c. STREET ADDRESS			c. CITY Port Moresby		
d. CITY		e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 09/21/2012		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	Replace Ceiling (See 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 <input type="checkbox"/> are <input type="checkbox"/> 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. TELEPHONE AREA CODE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		NUMBER
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)	

Statement of Work

Asbestos Abatement – Ambassador’s Residence, Port Moresby

The Facilities Management Section of Embassy Port Moresby is seeking quotations from suitably qualified vendors for the removal of an asbestos ceiling (approximately 20 S.M.), the re-insulation of the ceiling cavity, and the re-installation of a gyprock ceiling at the Ambassador’s Residence in Port Moresby. Interested parties should submit a firm fixed-price proposal in accordance with the instructions on the cover letter.

A site visit will be conducted on 14 September 2012 to determine the full extent of the work and the amount of materials needed to complete the work. Please contact Benjiman Bohman at bohmanb@state.gov for details of the site visit.

The anticipated commencement for this work is October 2012.

General

- This request is for a firm fixed-price proposal. The winning contractor will be awarded a fixed-price purchase order at the end of September.
- All work is to comply with the local building regulations regarding the safe removal and disposal of asbestos.
- The contractor shall supply all tools, materials, safety equipment and labor in order to complete the works.
- All waste material to be taken from site and disposed of by the contractor.
- Site to remain tidy at all times and cleaned up on completion of works.
- All work to be carried out in a workmanship like manner.
- All areas are to be made good on completion of the works.
- All Documentation regarding warranties, guarantees and instructional literature are to be handed to the Embassy Facility Management Representative.

Scope of Works

- The vendor is responsible for the safe removal of all asbestos ceiling sheet material, approximately 20sqm, from the main bedroom walk-in closet.
- The vendor shall supply workers with necessary personal protection gear while working with the asbestos.
- Floor and cabinetry to be covered with drop cloths before work starts. Room shall be sealed to prevent spread of any asbestos dust or debris to remainder of residence.

- Remove all light fixtures, fans, etc., from the ceiling.
- Remove all asbestos ceiling sheeting.
- Remove all ceiling insulation from the ceiling area.
- Check underside of steel roof for signs of water leakage and repair as required.
- The vendor is responsible for the disposal of all asbestos containing material and insulation per local regulations.
- The vendor is to provide air quality monitoring during the removal of the asbestos containing material to gauge the effectiveness of the removal process.
- The vendor is to provide visual inspection on completion of the work to ensure that all asbestos material has been removed and that all if any settlement dust has been removed.
- Issue a clearance certificate that all asbestos material has been removed.

New ceiling

- The vendor is to install new R5 fiberglass ceiling insulation batts (150mm thick) to entire ceiling area.
- The vendor is to fix new 12mm gypsum ceiling sheet to ceiling.
- The gypsum ceiling sheets are to have taped joints with at least 3 coats of topping, then sanded and made ready for paint.
- Paint ceiling with 2 coats mouldshield semi gloss paint. Color to be determined.
- Re-install light fixtures, fans, etc.
- Any damage to sidewalls is to be repaired and painted to match existing.
- Area to be thoroughly vacuumed and wiped down of all dust and dirt once work is completed.

Evaluation Criteria

- All quotations will be evaluated for compliance to the requirements above, with an award being made to the lowest-priced, technically acceptable proposal on or before 28 September 2012.

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

NON-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://acquisition.gov/far/index.html>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-7	Central Contractor Registration	APR 2008
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
52.213-2	Invoices (if order is for subscriptions with advance payments)	APR 1984
52.213-4	Terms and Conditions – Simplified Acquisitions (Other Than Commercial Items)	MAY 2011
52.217-6	Options for Increased Quantity (if order contains options where the quantity is expressed as a percentage of the basic order quantity or as an additional quantity of a specific line item)	MAR 1989
52.217-8	Option to Extend Services (if order is for services and contains options)	NOV 1999
52.217-9	Option to Extend the Term of the Contract (if order is for services and contains options) Fill-in for paragraph (a): “the performance period of the order or within 30 days after funds for the option become available, whichever is later.” Fill-in for paragraph (c): <i>[insert time frame]</i>	MAR 2000
52.222-50	Combating Trafficking in Persons Alternate I (applies when notified of specific U.S. directives or notices regarding trafficking in persons)	FEB 2009 AUG 2007
52.225-14	Inconsistency Between English Version and Translation of Contract (if a translation of the contract is attached)	FEB 2000
52.225-19	Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts)	MAR 2008

52.227-14	Rights in Data – General (if order involves the production, furnishing, or acquiring of data)	DEC 2007
52.227-17	Rights in Data – Special Works (if order is for the compilation or production of data for the Government’s own use)	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
52.232-24	Prohibition of Assignment of Claims	JAN 1986
52.232-36	Payment by Third Party (if payment will be made through the Governmentwide purchase card)	FEB 2010
52.233-1	Disputes Alternate I	JUL 2002 DEC 1991
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (for services to be performed on USG installations)	APR 1984
52.237-11	Accepting and Dispensing of \$1 Coin (for services that involve business operations conducted in U.S. coin and currency, including vending machines)	SEP 2008
52.242-17	Government Delay of Work (for supplies)	APR 1984
52.243-1	Changes – Fixed Price (for supplies) Alternate I (for services)	AUG 1987 APR 1984
52.245-1	Government Property (if the Department will provide Government property to the contractor)	AUG 2010
52.247-35	F.o.b. Destination, Within Consignee’s Premises (for supplies requiring inside delivery)	APR 1984

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6)
CLAUSES**

NUMBER	TITLE	DATE
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas and 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 [<i>contracting officer insert rate</i>] of compensation for services.”	JUNE 2006
652.229-70	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 performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative (if a COR will be named) Fill-in for paragraph (b): "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

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)