

13 March 2012

Dear Prospective Offeror/Quoter:

The American Embassy- Port Moresby has a requirement for a contractor to provide rubbish removal services at 4 properties in the Town area. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

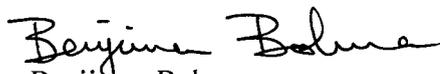
1. Standard Form SF-18
2. Section 1- The Schedule
3. Section 2- Clauses

The Embassy plans to award a firm fixed-price purchase order. You are encouraged to make your quotation competitive. The RFQ does not commit the American Embassy to make any award, and the Embassy may cancel this RFQ or any part of it.

There will be a site visit of the collection locations on 19 March 2012. Please email bohmanb@state.gov if you wish to participate.

Please read the RFQ carefully, and if you are interested, submit a quotation. Return the completed SF-18, including the Prices section of the attached Schedule, to the address shown in Block 5a of the SF-18 or by email to bohmanb@state.gov. Deadline for this submission is COB 28 March 2012. Oral quotations and late submissions will not be accepted.

Sincerely,


Benjamin Bohman
Contracting Officer
American Embassy- Port Moresby

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 PAGES 2 3
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1. REQUEST NO. SPP500-12-Q-0020	2. DATE ISSUED 12/03/2012	3. REQUISITION/PURCHASE REQUEST NO. PR1687295	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5a. ISSUED BY American Embassy, Douglas St., PO Box 1492, Port Moresby	6. DELIVER BY (Date) 04/01/2012
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5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY
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NAME Benjiman Bohman	TELEPHONE NUMBER AREA CODE: 675 NUMBER: 321 1455 x2165	<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule) 9. DESTINATION
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8. TO:		a. NAME OF CONSIGNEE Contracting Officer
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a. NAME	b. COMPANY	b. STREET ADDRESS Douglas St., PO Box 1492
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c. STREET ADDRESS	c. CITY Port Moresby
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d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
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10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 03/23/2012	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.
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	(fill in attached schedule; list total amounts here)				
1	Rubbish Collection (all locations, base year)				
2	Rubbish Collection (all locations, option year 1)				
3	Rubbish Collection (all locations, option year 2)				
4	Rubbish Collection (all locations, option year 3)				
	*prices inclusive of GST				

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 are 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		

b. STREET ADDRESS	16. SIGNER	
c. COUNTY	a. NAME (Type or print)	b. TELEPHONE
		AREA CODE

d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	NUMBER
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SECTION 1 - THE SCHEDULE

CONTINUATION TO SF-18, BLOCK 11

A. Summary

This RFQ is for rubbish removal services at 4 US Government locations in the Town area. The Contractor is responsible for the weekly removal of all waste at each location, ensuring no rubbish is left behind. See the Work Requirements Statement that follows for details.

B. Period of Performance

This contract will be for a one-year period from the date of the contract award, with 3 one-year options to be exercised at the sole discretion of the Embassy.

C. Pricing

Prices under this contract will be stated in PGK, with any GST explicitly stated. Note there is a weekly price for each location, and all option years must be filled in.

Base Year

<u>Supplies/Services</u>	<u>Qty.</u>	<u>Unit</u>	<u>Price</u>	<u>GST</u>	<u>Total</u>
Weekly rubbish collection at location 1	52	weeks			
Weekly rubbish collection at location 2	52	weeks			
Weekly rubbish collection at location 3	52	weeks			
Weekly rubbish collection at location 4	52	weeks			
Total	xx	xx	xx		

Option Year 1

<u>Supplies/Services</u>	<u>Qty.</u>	<u>Unit</u>	<u>Price</u>	<u>GST</u>	<u>Total</u>
Weekly rubbish collection at location 1	52	weeks			
Weekly rubbish collection at location 2	52	weeks			
Weekly rubbish collection at location 3	52	weeks			
Weekly rubbish collection at location 4	52	weeks			
Total	xx	xx	xx		

Option Year 2

<u>Supplies/Services</u>	<u>Qty.</u>	<u>Unit</u>	<u>Price</u>	<u>GST</u>	<u>Total</u>
Weekly rubbish collection at location 1	52	weeks			
Weekly rubbish collection at location 2	52	weeks			
Weekly rubbish collection at location 3	52	weeks			
Weekly rubbish collection at location 4	52	weeks			
Total	xx	xx	xx		

Option Year 3

<u>Supplies/Services</u>	<u>Qty.</u>	<u>Unit</u>	<u>Price</u>	<u>GST</u>	<u>Total</u>
Weekly rubbish collection at location 1	52	weeks			
Weekly rubbish collection at location 2	52	weeks			
Weekly rubbish collection at location 3	52	weeks			

Weekly rubbish collection at location 4	52	weeks			
Total	xx	xx	xx		

Total price under this contract for all option years is _____.

D. Invoices

Invoices will be submitted on a monthly basis and will contain all charges for services delivered in that month. Each collection at each location will be listed as a separate line item on the invoice. There will usually be 4 collections per month per location, but on occasion there will be 5 collections at one or more locations listed on an invoice. Each invoice should contain the following information:

- Name and address of the contractor.
- Invoice date and invoice number.
- Purchase order number authorizing services to be performed
- Location description, unit price, total GST, and total price for services performed.
- Name and address of contractor official to whom payment is to be sent
- Name, title, phone number, and mailing address of person to notify in the event of a defective invoice
- Taxpayer Identification Number (TIN), such as GST registration number.

E. Quotation Provisions

A successful bid will include a completed SF-18 (blocks 11-16), including Section C- Prices of the attached Schedule. In addition, the following information demonstrating the quoter's ability to perform should be included:

- a) Management POC who understands written and spoken English; include name, title, phone number, mobile number, email address, etc.
- b) Operational POC who understands written and spoken English; include name, title, phone number, mobile number, email address, etc.
- c) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing; include IPA Certificate of Business, GST Registration, and/or NCD Trading License.
- d) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work, including driver permits and vehicle make, model, year, and size.
- e) Evidence that the offeror/quoter has all licenses and permits required by local law, including dump permit.

F. Evaluation Criteria

The U.S. Government intends to award a purchase order to the responsible contractor submitting an acceptable quotation at the lowest price. We intend to award based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

SECTION 1 - THE SCHEDULE

CONTINUATION TO SF-18
SUPPLIES/SERVICES, BLOCK 11b
WORK REQUIREMENTS STATEMENT

G. Requirement Summary

The Contractor will be responsible for rubbish removal services at 4 US Government locations in the Town area. Collection should occur at each location on a weekly basis, ensuring no rubbish is left behind. Rubbish must be disposed of in accordance with local law at approved disposal areas. The Contractor is responsible for obtaining any necessary dumping permits and must pay all duties, fees, and taxes associated with the dumping permit.

H. Type of Rubbish

Rubbish will mainly consist of general household rubbish, gardening waste, and office refuse. Occasionally, it will include a small amount of used construction materials, used packing materials, disposed motor vehicle parts, broken appliances/equipment, etc. The Contractor will remove any and all rubbish that is placed in the collection area indicated at each location.

I. Collection Locations

1. U.S Embassy, Douglas Street - Section 04 | Allotment 04
2. Davetari Drive – Section 51 | Allotment 96
3. Daugo Drive - Section 63 | Allotment 18
4. Ela Makana Staff Compound, Olmsted Street – Section 40 | Allotment 24

J. Scheduling of Collection Days

The collection days must be designated upon award of the purchase order. Each location must have a collection day, but locations may share the same collection day. For security purposes, this schedule must be strictly followed, and collection outside of these days can only be authorized by the Contracting Officer. There may be penalties associated with collection outside of the designated collection day.

SECTION 2 – CLAUSES

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order 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://www.acqnet.gov/far>

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

NUMBER	TITLE	DATE
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
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	JUN 2010
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	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

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))
Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

	Clause Number and Title
	(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
	(2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).
	(3) – (24) [Reserved].
	(25) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).
	(26) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
	(27) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
	(28) 52.222-35, Equal Opportunity for Veterans (SEPT 2010) (38 U.S.C. 4212).
	(29) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
	(30) 52.222-37, Employment Reports on Veterans (SEPT 2010) (38 U.S.C. 4212).
	(31) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201)
√	(32)(i) 52.222-50, Combating Trafficking in Persons (FEB 2009)
	(32)(ii) Alternate I of 52.222-50

	(33) – (38) [Reserved].
	(39) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
x	(40) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
	(41) – (44) [Reserved].
x	(45) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
x	(46) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
x	(47) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).
	(48) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
	(49)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).
	(ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

	Clause Number and Title (1) – (6) [Reserved]
	(7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 110-247)
	(8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub L. 110-252, Title VI, Chapter I (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (JAN 2011) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1,500,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) [Reserved]

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEPT 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201).

(viii) [Reserved].

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(x) – (xii) [Reserved].

(xiii) Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 110-247) Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64).
(End of clause)

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

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds \$100,000)	AUG 1999
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas 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 [contracting officer insert rate] 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 for the order) 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)