



United States Department of State

Washington, D.C. 20520

US Embassy Lima

July 26th, 2016

Dear Prospective Quoter

Subject: Request for Quotation - PR5493256 - Maintenance Services for Electrical Substation 1 and 2

The Embassy of the United States of America invites you to submit a quotation for the project to Maintain the Electrical Substation 1 and 2 located at our premises in Surco.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to Mrs. Noemi Davila, Contracting Officer, Av. Lima Polo cda. 2 s/n, Monterrico, Surco on or before 1200 hrs on August 5th, 2016 (local date and time).

The Request for Quotations (RFQ) consists of the following sections:

1. SF-18 (fill out and sign blocks 13, 14 and 15)
2. Scope Of Work
3. Instructions to offerors (late quotation rules and evaluation method)

Direct any questions regarding this solicitation in writing to Mr. Christian Rivas, Procurement Agent at rivascr@state.gov.

Sincerely,


Noemi Davila
Contracting Officer

Enclosure: As stated.

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 1 1
1. REQUEST NO.	2. DATE ISSUED 07/26/2016	3. REQUISITION/PURCHASE REQUEST NO. PR5493256	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY GSO Procurement Unit			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME		TELEPHONE NUMBER		9. DESTINATION
AREA CODE		NUMBER		a. NAME OF CONSIGNEE
8. TO:			Embajada de los Estados Unidos America	
a. NAME	b. COMPANY		b. STREET ADDRESS	
c. STREET ADDRESS			Av. Lima Polo cda.2 s/n, Monterrico, Surco	
d. CITY			c. CITY	
			Lima	
d. CITY		e. STATE	f. ZIP CODE	d. STATE
				e. ZIP CODE
				L -33
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		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.		
08/05/2016				

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	Maintenance Service for Electrical Substation No 1 and 2 that include: Electrical Input Panel 1, Electrical Output Panel 2, 02 Electrical transformers of 2000Kva, Electrical Panel of Low Voltage and Capacitor bank, according to Statement of Work attached.	1	ea		0.00

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			16. SIGNER		NUMBER
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)	b. TELEPHONE	
d. CITY					AREA CODE
e. STATE		f. ZIP CODE	c. TITLE (Type or print)		

STATEMENT OF WORK FOR CONSTRUCTION SERVICES

Maintenance Service of Electrical Substations No.1 and No.2

1.0 STATEMENT OF WORK

1.1 INSTRUCTION

1.2 The U.S. American Embassy has a requirement to performance Maintenance Service of Electrical Substations No1 and No2 according to the maintenance program. The work includes material, labor, equipment and tools needed to accomplish the work.

1.3 The facility, it will be inside the American Embassy that is located in Encalada Ave. Block 17 s/n. Monterrico Surco. All inspections shall be requested through the Embassy's Facility Manager [FM] or Contracting Officer Representative [COR].

1.4 SCOPE OF WORK

PRE-INSTALLATION CRITERIA

- a. Site Visit: The Contractor shall examine all the documents and visit the site to fully inform themselves of all the conditions and limitations applied to the work and submit a firm fixed price cost proposal for all the work.
- b. Field Measurements: The contractor shall be required to make his own field investigation to verify dimensions and any information needed to perform the maintenance.
- c. Final Maintenance Service: Once the project is awarded and prior to the maintenance service, Contractor must submit detailed its schedule to perform the maintenance services including the days with power outages.
- d. Provide a statement that the Contractor's company and all personnel are experienced in maintenance of Media and High Voltage Electrical Substations.
- e. The Contractor shall prepare and submit a Quality Control Schedule [QCS] and Project Safety Plan [PSP] to address the project. The QCS and PSP are intended to document the entire project from beginning to end.

1.4.1 INSTALLATION CRITERIA

- a. Any job shall be beginning until approval of the Final Maintenance Service submittal. The Contractor will be informed by Contractor Officer Representative (COR) to start the installation.
- b. No additional material shall be adding after to be awarded the project, the U.S. Embassy will not recognize extra job or materials.

1.4.2 MAINTENANCE SERVICE

No maintenance services shall begin until approvals of the Pre-Maintenance Service Submittals are accepted by the COR.

The Contractor shall be responsible for all required materials not provided by the Embassy, equipment and personnel to manage, administer, and supervise the project. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.

The maintenance service consists in the next:

- a. Preventive Maintenance to Electrical Substation No.1 that includes: 01 Input Panel, 01 Output Panel and Metering Panel. The contractor should perform a general cleanliness of all components as insulators, cabinets, lubrication of mechanical parts, adjustment of bars and connections, metering of isolation system and contact test.
- b. Preventive Maintenance to Electrical Substation No.2 that includes: 01 Input Panel, 01 Output Panel and Future Panel. The contractor should perform a general cleanliness of all components as insulators, cabinets, lubrication and calibration of mechanical parts, adjustment of bars and connections, metering of isolation system and contact test. This panel needs mechanical reparations that include replacement of metallic angles, replacement of rusty parts, replacement of dangerous plates, and general painted.
- c. Preventive Maintenance of (02) electrical transformers of 2000 Kva. That includes general cleanliness of all components as insulators, adjustment of bars and connections, metering of isolation system and contact test, replacement of rusty parts, takes samples of oil for physical-chemical exam, and painted of transformers.
- d. Preventive Maintenance of Panel for Low Voltage Power, that includes general cleanliness of all components as insulators, adjustment of bars and connections, metering of isolation system and contact test, replacement of rusty parts, and general painted.
- e. Preventive Maintenance to Capacitors Bank, the contractor should perform a general cleanliness of electrical components as insulators, cabinets, lubrication and calibration of mechanical parts, adjustment of bars and connections, metering of isolation and contact test, replacement of rusty parts, and general painted.
- f. All materials and equipment incorporated into the project shall be new unless noted otherwise. The Contractor shall transport and safeguard all materials and equipment required for construction.
- g. Equipment and materials shall be carefully handled, properly stored, and adequately protected to prevent damage before and during maintenance service, in accordance with the manufacturer's recommendations. Damaged or defective items shall be replaced. The contractor will be responsible for security of all materials and equipment.
- h. The Contractor will be provided with a storage and staging area as determined by the COR. The Contractor shall be responsible for restoring the area to its original condition at the completion of the work. The Contractor shall be responsible for repair of any damage incurred to buildings or pavement as a result of storage activities. The Contractor is responsible for obtaining any additional off compound storage areas as required.
- i. Any modification during the maintenance service shall be informed to the COR prior to follow with the installation.

- j. At the end of the maintenance service the substation No1 and No2 must be tested by the Contractors and approved by the U.S. Embassy.

1.4.3 MATERIALS FOR THE MAINTENANCE SERVICE

- k. Contractor must include the necessaries materials for the maintenance service as grease for electrical contacts, industrial rags, metallic angles, paint, etc.
- l. The U.S. Embassy will not supply any material to perform this maintenance.

2.0 GENERAL CONSIDERATIONS

- m. The contractor shall take the all cautions to avoid any damage with the equipment supplied by US Embassy as: Electrical Panel 1 and 2, electrical transformers 1 and 2 of 2000Kva each one, Panel of Low Voltage, and capacitors bank, all these equipment includes their own components that are currently working. Any damage on this equipment or to the residence will be restored by the Contractor at its own cost.
- n. Contractors must provide their own tools to perform this work.
- o. Embassy only provides water and electrical power for this work. Embassy can provide power on: 220 Volts/3 phases/60 Hz, in one single point where the Contractor will perform its work. Contractor must connect to this electrical point according to his requirements with electrical extension cords, reliable, good quality and in good conditions. The use of extensions in bad conditions or improper connections will not be allowed. Contractor must provide all equipment and materials.
- p. Contractor must follow all working safety regulations and provide their personnel with appropriate safety equipment like gloves, security shoes, ocular protection, earring protection, falling protection etc. A site meeting will be held to discuss safety issues prior to work commencing.
- q. All given measurements shall be confirmed by the Contractor, since this is a fixed sum lump Contract. No amendments in the Contract shall be accepted due to discrepancy with the measurements.
- r. All retouching works should be included and the area should be kept clean during and at the end of each working days.

3.0 CRITERIA

- 3.1 The Contractor work shall in accordance with U.S. codes and standards. The COR will review and comment on the Contractor's submissions using the following codes and standards:
American Society for Testing & Materials,
2003 International Building Code
2003 International Mechanical Code
2003 International Plumbing Code
2002 National Electrical Code (NFPA)

Contractor shall provide specifications, samples and manufacturer's data sheets.

END OF STATEMENT OF WORK

52.212-1 Instructions to Offerors—Commercial Items.

As prescribed in [12.301\(b\)\(1\)](#), insert the following provision:

INSTRUCTIONS TO OFFERORS—COMMERCIAL ITEMS (OCT 2015)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet ([SF 1449](#)). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the [SF 1449](#), letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show—

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) “Remit to” address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR [52.212-3](#) (see FAR [52.212-3\(b\)](#) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the [SF 1449](#), include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender’s request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers.

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint.

However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation.

(1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to—

GSA Federal Supply Service Specifications Section
Suite 8100
470 East L'Enfant Plaza, SW
Washington, DC 20407
Telephone (202) 619-8925
Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<https://assist.dla.mil/online/start/>).

(ii) Quick Search (<http://quicksearch.dla.mil/>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by—

(i) Using the ASSIST Shopping Wizard (<https://assist.dla.mil/wizard/index.cfm>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,500, and offers of \$3,500 or less if the solicitation requires the Contractor to be registered in the System for Award Management (SAM) database.) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address. The DUNS+4 is

the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR [Subpart 32.11](#)) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) System for Award Management. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award;

(5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)