



## American Embassy Bucharest

Date: August 7, 2012

To: Prospective Quoters

Subject: Request for Quotations number SRO100-12-Q-0004  
EMERGENCY NOTIFICATION SYSTEM (ENS)

Enclosed is a Request for Quotations (RFQ) for the Emergency Notification System in real time through SMS services. The Embassy of the United States of America in Bucharest is interested in purchasing communication services via text messages as part of the Embassy alert system in case of an emergency/special situation.

The ENS system is intended to notify and mobilize the management team and members in the event of a crisis. This shall be done through the distribution of text or voice based messages via cell phones. The system should also support call-forwarding so that the message recipient could talk to the alert admin without knowing the contact details of the person. It also has to ensure that the alert procedure is available everywhere, independent of physical and geographical conditions.

At all times the system shall be operational during earthquakes up to 9 on Richter scale, to be backed up by an uninterrupted power of supply and internet connectivity. The software, hardware and the operating system must ensure a high level of security of the U.S. Embassy data (names, phone numbers and message details).

The contractor shall provide the stated services as per requirements in Attachment #1.

- A. The US Government intends to award a contract /purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a purchase order based on the initial quotations, without holding discussions, although we may hold discussions with the companies in the competitive range if there is a need.
- B. Price. In consideration of satisfactory performance of the services required under this contract, the contractor shall be paid a firm fixed-price per message and monthly technical support. According to the US Federal Acquisition Regulations (FAR) advance payments are prohibited. Pursuant to the Prompt Payment Act of the FAR the US Government processes payment within 30 calendar days after receipt and acceptance of the invoice. *Please confirm in your offer these payment terms are acceptable to your company.*
- C. The Contractor shall provide sufficient technical support to ensure uninterrupted end-to-end service between such terminal points as are covered in this contract. The

Contractor shall provide, properly adjust, and maintain the circuit for continuous Department of State use.

D. Authorized Instruction to Contractor

a. No person or agency other than the Contracting Officer (CO) is authorized to give instruction, orders or directions on behalf of the Government to the Contractor or his employees, unless such person or agency is authorized in writing by the CO to so act. The authority of such person or agency is strictly limited to the written authorization provided by the CO. The duty is upon the Contractor to determine the authority of such person or agency. Any questions regarding the authority of such person or agency should be directed to the CO in writing.

b. Contracting Officer's Representative (COR): The CO may designate and authorize a representative(s) to act on his/her behalf under this contract. Such representative(s) as may be appointed shall be designated by a letter from the CO and a copy of the letter shall be given to the Contractor. The COR shall represent the CO as specified in his/her delegation of authority letter. The COR shall not be authorized to issue change orders or adjustments. Changes in the Scope of Work/Specifications or any increase or decrease in the work called for by this contract shall be made by the CO by an executed modification to this contract.

If you would like to submit a quotation complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter (Attachment #2).

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order 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.

Please feel free to contact us by e-mail for any additional clarifications at the following address: [nitadx@state.gov](mailto:nitadx@state.gov) .

Quotations are due by 17:00, August 20, 2012.

Sincerely,

Pamela Caplis  
Contracting Officer

Enclosure  
As stated