

U.S. Embassy
686 Old Bagamoyo Road
Dar Es Salaam, Tanzania

01/20/2015

REQUEST FOR QUOTATION for **PR4028957** for *Janitorial Services for Zanzibar House Plot # 8 Mazizini*

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the services shown below as per Statement of Work.

A site visit will be held at 11:30 on January 28th, 2015. For access, please send an e-mail at least two days ahead of time to darprocurementbid@state.gov.

Your quotation must be submitted by **1600 hours local time on February 4th, 2015**.

If you send a paper quotation (on which our **PR4028957** is clearly stated), it must be in a sealed envelope marked as follows.

GSO - U.S. Embassy Contracting Officer
Quotation Enclosed
PR4028957 for Janitorial Services for Zanzibar House Plot # 8 Mazizini
686 Old Bagamoyo Road Msasani
Dar es Salaam, Tanzania

The electronic address for submission is darprocurementbid@state.gov.

- On the e-mail's subject line, state that the submission is for **PR 4028957 for Janitorial Services for Zanzibar House Plot # 8 Mazizini**
- On your attached quotation, state that the quotation is for **PR 4028957 for Janitorial Services for Zanzibar House Plot # 8 Mazizini**

The US Government intends to purchase the lowest priced technically acceptable service.

All vendors receiving awards over \$25,000 must be registered in the System for Award Management (SAM). When submitting your bids, write your SAM Registration information directly and clearly on your quotation.

We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Registration will make the award process move much more smoothly and quickly. The registration process is not difficult, provided all instructions are followed carefully. Please see our Embassy Contract Opportunities web page for details or call us if you have questions

Any questions regarding this Request for Quotation must be directed to the Procurement Section +255-22-229-4121 during office hours.

Sincerely,

The Contracting Officer

U.S. Embassy

PR4028957 FOR JANITORIAL SERVICES AND SUPPLIES AT # 8 MAZIZINI ZANZIBAR HOUSE

The request for Proposal is open to all entities (Consultants) who wish to respond Consultant will be selected based on qualification experience and cost.

Consultants interested in submitting Proposal should read below Statement of Work

U.S. Embassy - Dar es Salaam



STATEMENT of WORK

JANITORIAL SERVICES
For
PLOT NO. 8, MAZIZINI, ZANZIBAR

U.S. EMBASSY

Dar es Salaam, Tanzania

January 2015

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Statement of Work

For

Janitorial Services for Plot No. 8, Mazizini, Zanzibar

U.S. Embassy

Dar es Salaam, Tanzania

1. PROJECT DESCRIPTION

- 1.1 The U.S. Embassy in Dar es Salaam requires janitorial services for Plot No. 8, Mazizini, Zanzibar, also known as the Petterson Guest House. The Contractor will provide all janitorial services for real property, owned and managed by the U.S. Government, in Zanzibar.
- 1.2 The main point-of-contact is the Embassy Contracting Officer.
- 1.3 All work associated with this project is Unclassified, unless directed otherwise by the Contracting Officer.

2. SCOPE OF WORK

- 2.1 Within 10 days of signing the contract, the Contractor shall provide to the Contracting Officer all managerial, administrative, and direct labor personnel that are necessary to accomplish services.
- 2.2 Contractor employees shall be on the property for contractual duties and not for other business purposes.
- 2.3 Contractor shall perform janitorial services in all designated spaces of the property including, but not limited to hallways, entrance ways, stairways, lobbies, patios, porches, bathrooms, bed rooms, storage areas, kitchen, dining room, and living rooms.
- 2.4 Contractor shall perform janitorial services at least once per week in all designated areas of the detached office space and its toilet(s) adjacent to the

main house on Plot No. 8, Mazizini.

- 2.5 Janitorial services to include: sweeping all floor areas including damp mopping of areas such as tile, linoleum, and stairways. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
- 2.6 Dusting and cleaning of all furniture including desks, chairs, credenzas, computer desks, tables, bookshelves, pictures, telephones, computers, TVs, lamps, and other items. All furniture shall be free of dust, dirt, and sticky surfaces and areas.
- 2.7 Vacuuming all clean rugs and carpets so that they are free from dust, dirt, mud, sand, etc. When completed the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.
- 2.8 Thorough cleaning and disinfecting of toilets, bathrooms, mirrors, and shower facilities, using suitable non -abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall refill paper towels, toilet paper, and soap in all bathrooms. The Contractor shall check those areas used by occupants to ensure that the facilities are always clean and neat.
- 2.9 Cleaning of kitchen utensils and appliances.
- 2.10 Removing any grease marks or fingerprints from walls, doors, door frames, radiators, windows, and window frames.
- 2.11 Sweeping and washing porches and patios to remove all accumulated dirt and debris.
- 2.12 Dusting and wlpmg light fixtures and chandeliers. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks.
- 2.13 Contractor shall ensure rooms are cleaned and made-up daily when property is occupied by guests. Contractor shall also coordinate and supervise services of a cook if requested by guests.
- 2.14 Contractor shall monitor use of cleaning materials and ensure materials

are not being misused or misallocated.

- 2.15 Contractor shall test all electrical equipment and appliances periodically.
- 2.16 Contractor shall inspect and report to the COR any material and/or structural defects to the property.
- 2.17 Contractor shall maintain property grounds including, but not limited to driveways, steps, grass, flowers, shrubs, and trees.

3. GENERAL REQUIREMENTS

- 3.1 The Work shall be executed in a diligent and workmanlike manner in accordance with the negotiated fixed-price, this Scope of Work, and the laws of Zanzibar.
- 3.2 The Contractor shall prepare general instructions for the work force. The Contractor shall provide drafts to the Contracting Officer's Representative (COR) for review within thirty days after contract award. The COR must approve these general instructions before issuance.
- 3.3 The Contractor shall be responsible for conducting services in a manner that ensures the safety of occupants and visitors to the property, as well as the Contractor's employees.

4. RESPONSIBILITIES & MANAGEMENT

- 4.1 Point of Contact. The Contracting Officer's Representative (COR) at the Embassy is the Contractor's main point of contact for janitorial services. The Contractor shall report to the COR on (a) status of services, (b) accidents and safety issues; (c) operational and maintenance issues; and any other important information pertaining to the services.
- 4.2 Workforce. The Contractor shall provide all managerial, administrative, and direct labor personnel needed to accomplish the janitorial services.
- 4.3 Subcontractors. Contractor shall be responsible for the conduct and workmanship of Subcontractors, and for Subcontractors' compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors while on the property.

- 4.4 Record Keeping. The Contractor shall maintain in accurate records relating to janitorial services including: establishment of staff work schedules; material or equipment purchases; records of accidents resulting in death or injury; damage or theft or loss of property. The Contractor shall keep records of all monetary charges related to the janitorial services.
- 4.5 The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise *in writing* by the COR. Any work performed by the Contractor beyond this SOW without written direction from the COR will be at the Contractor's own risk and at no cost to the Embassy.
- 4.6 At any time during the janitorial services, the COR reserves the right to *Stop Work* for protection of employees or visitors, security, or any other reason at his/her discretion.

5. PAYMENTS

- 5.1 Fixed -Price Proposal. The Contractor shall provide one fixed -priced Proposal for the complete Project that includes every aspect of the Work.
- 5.2 Partial Payments. As the Contractor performs the janitorial services, the last day of each month the Contractor will present an invoice with the itemized line items for services rendered during the month. Every invoice presented will be reviewed by the COR, who will verify the line items invoiced, and will sign on "Services

Received"for the subsequent Contracting Officer's review and signature for "Approval for Payment" on the Invoice.

- 5.3 Invoices. To ensure prompt payment, submit invoices via email to darbfovouch@state.gov. Please do not email or mail invoices to the Embassy Procurement Office or to specific Embassy employees; your invoice will be misdirected and payment delayed. To promptly process payment, all invoices must contain the following information:
- Date the invoice was issued
 - Unique invoice number (generated by the vendor to aid in tracking)
 - Purchase Order Number or BPA Number (found in Block #3 on the Embassy's purchase order form)
 - A complete and accurate description of goods or services provided and the total cost as it corresponds to the Embassy's purchase order form (for new vendors or vendors with new banking information) Banking details to process an electronic fund transfer (EFT) payment.

GSO Contracting Officer Susan Phemister is available at PhemisterSK@State.gov or +255 22 229 4121.

Contracting Officer's Representative Jamal Jafari is available on JafariJJ@state.gov or +255 22 229 4163.

END STATEMENT OF WORK

SOW - Plot No. 8, Mazizini, Zanzibar

