

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

12 February, 2015.

REQUEST FOR QUOTATION for **PR4155118 Local certified service providers of Service and Maintenances of Building Elevators (BME).**

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the services shown below in a Scope of work.

Your quotation must be submitted by **1100 hours local time on Wednesday 08 April, 2015.**

If you send a paper quotation (on which our PR4155118 is clearly stated), it must be in a sealed envelope marked as follow.

GSO-U.S EMBASSY CONTRACTING OFFICER
Quotation Enclosed
PR 4155118 for Service and Maintenances of Building Elevator.
686 Old Bagamoyo Road Msasani,
Dar es salaam, Tanzania.

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

- On the e-mail subject line, state that the submission is for **PR 4155118 Services and Maintenances of Building Elevator.**
- On your attached quotation, state that the quotation is for **PR 4155118 Services and Maintenances of Building Elevator.**

The US Government intends to purchase the lowest priced technically acceptable product or 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 Contracting Officer +255-22-229-4121 during office hours.

Sincerely,

The Contracting Officer

Scope of work

STATEMENT OF WORK FOR SERVICE AND MAINTENANCE CONTRACT BUILDING ELEVATORS

The United States Embassy Dar Es Salaam is requesting the services of a qualified elevator service company to provide full service maintenance for three units. This includes the following:

I. Equipment Inventory:

1. Chancery:

Passenger Elevator (secured)

Name: Passenger lift E 1
Date of Install: 04/2002
Manufacturer: Schindler
Type: AP 1150 HY075 1 C121
Capacity: 1150 Kg.
Speed: 0.75 m/s
Drive Type: Hydraulic
Date of Last
Inspection: May 2015
Known Issues: None

Service / freight Elevator

Name: Service Lift E2
Date of Install: 04/2002
Manufacturer: Schindler
Type: AP 1350 HY075 1 C121
Capacity: 1350 Kg.
Speed: 0.50m/s
Drive Type: Hydraulic
Date of Last
Inspection: May 2015
Known Issues: None

2. USAID:

Passenger Elevator

Name: USAID Lift E1
Date of Install: 04/2002
Manufacturer: Schindler
Type: AP 1150 HY075 1 C121
Capacity: 1150 kg
Speed: 0.75m/s
Drive Type: Hydraulic
Date of Last

Inspection: May 2015
Known Issues: None

II. Requirements for a successful submission:

- i. Provide a full service maintenance agreement written in English. Full service maintenance means that all parts, materials, supplies and labor are included with the exception of repairs made due to acts of force majeure and misuse.
- ii. Monthly, scheduled maintenance visits which follow the systematic approach defined in the approved maintenance check chart. See item ix.
- iii. 24 hour call back service. Entrapments or accidents involving vertical transportation equipment is automatically an emergency call back, as is a condition where all units are out of service. These calls should have a 1 hour maximum response time. Other call backs should carry a maximum response time of 24 hours. This work is inclusive to the contract pricing and is not billable unless caused by acts of force majeure and/or misuse.
- iv. Labor rates for work that is billable. This includes work not covered by the terms (i.e. vandalism repairs) and overtime rates. This should include rates for a mechanic/technician and an apprentice/helper.
- v. Provide pricing for a period of one year beginning 1st June 2015 and ending on 31st May 2016. Pricing should be formatted:

Property:	<i>Example: US Embassy</i>
Building:	<i>Example: Chancery</i>
Unit Identification:	<i>Example: PE 1</i>
Maintenance Frequency:	<i>Example: Monthly</i>
Unit Price:	<i>Example: \$200.00</i>
Annual Cost:	<i>Example: \$2400.00</i>
- vi. Payment terms are for services rendered and not in advance.
- vii. Clear and concise qualifications which prove an aptitude for the specific types of equipment. This should include any specific training the contractor has and other locations with similar equipment. With this, a list of technicians who will visit Post to service the equipment.
- viii. Included in the price, the contractor will obtain, in a timely fashion, any spare parts required to restore safe operations.
- ix. An equipment specific maintenance check list that will be filled out during each visit. This document should reflect the specific maintenance requirements for a piece of equipment and is required to be posted in the elevator machine space.
- x. A schedule that defines the exact day, each month, maintenance will occur, and the duration of time required. Also, a list of tools being brought on site.

Note: There are rare occurrences when the facility is not able to accept the contractor on the proposed date. During these periods, the Contractor is required to arrange a new, agreed upon date to complete monthly maintenance.
- xi. Provisions for testing. The contractor should provide Post with "point of contact" information for a local Qualified Elevator Inspector (QEI) who will witness testing of the equipment. The third party inspector cannot work for the contractor and should be paid by Post directly. Testing requirements are: Annual "No-Load" Safety Tests and Five Year "Full Load" Safety Tests in accordance with local

Regulations unless otherwise stated. The contractor shall provide all necessary procedures, labor, testing equipment and test weights.

- xii. Inclusive to the price will be the following:
 - a. Replacement of components such as hoist ropes and other suspension means.
 - b. To supply and replace batteries for the emergency lighting.
 - c. To maintain the in car emergency communication device in working order.
Note: Exclusive to this, Post will maintain an active phone line to the connection point.
 - d. To supply and replace any key switches which operate elevator components.
Note: Keys are the responsibility of Post.