



P. O. Box 9123
Dar es Salaam
Tanzania

December 20, 2012

Dear Sir/Madam

REQUEST FOR QUOTATION # STZ20013Q0005

The Embassy of the United States of America invites you to submit your quotation for hosting a conference in Zanzibar per attached the Scope of work (SOW)

If you would like to submit a quotation, please study the scope of work and fill in the appropriate sections of form SF 1449 or attach a proforma invoice.

Your quotation must be received in a sealed envelope marked "Quotation Enclosed" on or before December 29, 2012 at 1600. Address the envelope as follows:

Mr. Buck Tilley
Contracting Officer
US Embassy
P.O. Box 9123 Dar es Salaam
686 Old Bagamoyo Road Msasani
Dar es Salaam

Any question regarding this request for quotation must be directed to Mr. Buck Tilley on Telephone # 2294121 during office hours.

Sincerely

Buck R. Tilley
Contracting Officer

Please provide quotation (Pro forma) for following service

Accommodation:

Book 80 single rooms as follows

02 personnel for 10 nights
check-in 11 Jan
check out 21 Jan

and

03 personnel for 6 nights
check-in 12 Jan
check out 18 Jan

and

65 rooms for attendees for 4 nights
check-in 14 Jan
check out 18 Jan

Request "superior rooms" for 59 attendees and junior suites for 11 distinguished attendees.

Conference:

Conference starts from 15, 16, 17 Jan
Large Conference Room for 70 Participants
Two projectors that are compatible with Mac and PC,
two screens,
roaming & desktop microphones with PA system,
two whiteboards and markers.
Seating arrangement Class room style -dedicated desk space.
Water bottles
Afternoon and Midmorning break with light snacks

Meals:

Breakfast , Lunch and Dinner in Buffet Style one beef or chicken and one vegetarian or traditional Muslim fare

No host social Evening at a pool side
14 Jan Request hors d'oeuvres with in the conference charges with cash bar for drinks.

Please provide pro forma Invoice and confirmation for both accommodation and conference.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>			1. REQUISITION NUMBER	PAGE 1 OF 4	
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER STZ20013Q0005	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL	a. NAME Buck Tilley		b. TELEPHONE NUMBER(No collect calls) 2294121 / 0767343913	8. OFFER DUE DATE/ LOCAL TIME Dec 29, 2012 , time 1200 hrs	
9. ISSUED BY GENERAL SERVICES OFFICER AMERICAN EMBASSY DAR ES SALAAM P.O. BOX 9123 DAR ES SALAAM		CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> 8(A) NAICS: SIZE STD:		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER 13b. RATING		
15. DELIVER TO: AMERICAN EMBASSY DAR ES SALAAM GENERAL SERVICES OFFICE		Code	14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP 16. Administered by: BUCK TILLEY CONTRACTING OFFICER		
17.a. CONTRACTOR/OFFEROR CODE <input type="text"/> FACILITY CODE <input type="text"/> PROSPECTIVE OFFERORS		18a. PAYMENT WILL BE MADE BY AMERICAN EMBASSY DAR ES SALAAM FINANCIAL MANAGEMENT OFFICER			
TELEPHONE NO: <input type="checkbox"/> 17b CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Hosting a Conference in Zanzibar per attached Scope of work (SOW) <small>(Use Reverse and/or Attach Additional Sheets as Necessary)</small>				
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.		
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or Print) BUCK TILLEY		31c. DATE SIGNED

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NO.	39. S/R VOUCHER NO.	40. PAID BY
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41. a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (PRINT)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42b. RECEIVED AT (Location)	
42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS