



**AMERICAN CONSULATE GENERAL**  
**Regional Procurement Support Office**  
Giessener Strasse 30  
60435 Frankfurt am Main  
Germany

Tel: (49) 69 7535 3334  
E-mail: [CubittDA@State.gov](mailto:CubittDA@State.gov)

March 11, 2016

**Combined Synopsis and Solicitation Notice**  
**Solicitation Number SGE500-16-Q-0015**

The American Consulate General Frankfurt, for the INL Section at the American Embassy Kyiv, hereby provides the following Solicitation Notice for Request for Quotes (RFQ) to:

**Provide IT Equipment; purchase, deliver, and perform warranty period repairs / corrections / replacements; as per the equipment specified on the Statement of Work / Pricing Table document.**

**Synopsis:**

This is a combined synopsis / solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued.

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 2005-85, effective 4 Dec 2015.

**Contract Type:**

The Government intends to award a firm fixed-price type contract.

**Question Submission:**

Interested offerors must submit any questions concerning this RFQ to the email address [CubittDA@State.gov](mailto:CubittDA@State.gov) and [FrankfurtRPSO@State.gov](mailto:FrankfurtRPSO@State.gov) not later than March 23, 2016. Questions received after this date, will not be considered.

**Acquisition Method**

The Government is conducting this acquisition using the simplified acquisition procedures in Part 13 of the Federal Acquisition Regulation (FAR). If the dollar amount exceeds the simplified acquisition threshold, then the Government will be using the test program for commercial items authorized by Subpart 13.5 of the FAR.

**Delivery Address / Place of Performance:**

Specialized Anti-Corruption Prosecutors Office  
Isaakyana Str. 17  
01135, Kyiv  
Ukraine

**Applicable Clauses and Provisions:**

All referenced FAR and DOSAR clauses and provisions may be accessed electronically at <https://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

Clauses

FAR 52.204-19	Incorporation by Reference of Representations and Certifications (Dec 2014)
FAR 52.212-4	Contract Terms and Conditions - Commercial Items (May 2015);
FAR 52.212-5	Contract Terms and Conditions Required To Implement Statutes or Executive Orders-Commercial Items (Mar 2016).
FAR 52.222-50	Combating Trafficking in Persons (Mar 2015)
FAR 52.247-30	F.O.B. Origin, Contractor's Facility (Feb 2006)
FAR 52.247-42	C.I.F. – Destination (April 1984)
DOSAR 652.225-71	Section 8(A) of the Export Administration Act of 1979, as amended (Aug 1999)
DOSAR 652.242-70	Contracting Officer's Representative (COR) (Aug 1999)
DOSAR 652.242-73	Authorization and Performance (Aug 1999)
DOSAR 652.243-70	Notices (Aug 1999)

Provisions

FAR 52.212-1	Instructions to Offerors - Commercial Items (Oct 2015)
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**Addendum to 52.212-3:**

52.209-5 Certification Regarding Responsibility Matters (Oct 2015); 52.209-7 Information regarding Responsibility Matters (July 2013); DOSAR 652.225-70 Arab League Boycott of Israel (Aug 1999)

**52.212-2 EVALUATION – COMMERCIAL ITEMS (JAN 1999)**

The Government will award a firm fixed-price contract or purchase order resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered.

**Basis for Award**

The Government intends to award a contract resulting from this solicitation to the offeror whose offer is the lowest-priced, technically-acceptable offer, and who is determined to be a responsible contractor within the meaning of FAR Part 9, paragraph 9.104. The evaluation will be conducted in accordance with the procedures set forth below:

**(i) Pricing:**

- (a) The price will be evaluated for the lowest overall price. Use Attachment A, to provide your Pricing Breakdown.
- (b) The Firm-fixed prices for each Line Item shall include costs for supply and delivery to the Receiving Address, FOB Destination.
- (c) VAT costs, if applicable, will be a separate line item.

**(ii) Past Performance:**

The offerors shall list a minimum of two contracts and/or subcontracts similar/comparable in scope that they have held over the past six years to demonstrate their prior experience in supplying this type service. Plus any additional information such as letters, associations and standards to substantiate their acceptable past performance. The offerors shall provide the following information for each contract and/or subcontract:

- (a) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;
- (b) Contract number;
- (c) Contract dollar value; and
- (d) Any terminations (partial or complete) and the reason (convenience or default).

**(iii) Specifications on Offered Items:**

Provide complete technical information on each item being offered, and confirm that the items offered meet or exceed the specifications for each item requested.

**(iv) Capabilities to Perform Warranty Repairs:**

Explain how warranty issues will be corrected; identify company response times, advantages and limitations.

**(v) Attachment D, DOSAR 652.209-79:**

Fill-out the appropriate answer for Sections (b) (1) and (2), and all lines on the bottom of the form; and, return the form with your offer. This form is required to be filled out for your offer to be considered for award.

**Other Requirements:**

- (a) Bid MUST be good for 90 calendar days after submittal of proposal.
- (b) Offeror must be registered in the System for Award Management (SAM) database before an award can be made to them. If the offeror is not registered in the SAM, it may do so through the SAM website at <https://www.sam.gov/portal/public/SAM/>. If the Offeror is not (or cannot) be registered in SAM, then the award will go to the next lowest-priced offeror. We recommend that all interested parties begin the SAM Registration process immediately; even if your company will not be providing an offer for this acquisition. Registration in SAM will help you on future solicitations.

Attachments B and C explain the registration process. These attachments are available from [CubittDA@State.gov](mailto:CubittDA@State.gov), upon request.

- (c) The solicitation and award will be subject to the laws and regulations of the United States of America.
- (d) All offers must be in the English language.

**Proposal Due Date:**

The complete proposal, which shall contain the name of the company, name and contact details of the person authorized to submit the proposal, is to be submitted on or before April 4, 2016, by 03:00 p.m. local time (Frankfurt, Germany), either:

- a) in the original (plus one copy, and a CD-ROM with all files), in a sealed envelope marked as “*Proposal SGE500-16-R-0015*” via international courier to the following address:

American Consulate General  
Regional Procurement Support Office (RPSO)  
ATTN: David A. Cubitt  
Giessener Str. 30  
60435 Frankfurt am Main, Germany

or,

- b) as a pdf. document emailed to [CubittDA@State.gov](mailto:CubittDA@State.gov), and [FrankfurtRPSO@state.gov](mailto:FrankfurtRPSO@state.gov) . The email subject line must read: “*Quotation SGE500-16-R-0015*”

Any questions regarding this solicitation may be directed to Mr. David A. Cubitt, at [CubittDA@State.gov](mailto:CubittDA@State.gov).

Sincerely,

*(original signed)*

Peter J. Covington  
Contracting Officer, RPSO-FR