

Dear Prospective Bidder:

The Consulate of the United States of America invites you to submit a quotation for fulfillment of the following project:

Repair of concrete blocks in front of the Consulate Office Building located on 32 Pushkinskaya Street, Vladivostok. Scope of work is attached.

The tender's conditions:

All firms who respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each Bidder must meet the following requirements when submitting their proposal:

- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to construction the work in accordance with this solicitation.

The contract will be a firm, fixed price contract. The declared price is final and not subject to change. Each Bidder will be responsible for determining the expenditures that will be required to complete the project, and for pricing its proposal accordingly. The contract will be awarded to the technically qualified, lowest price bidder.

Payment for the services provided will be made via EFT within 30 days from the date the services are received AND receipt of proper, original invoice by the U.S. Consulate General in Vladivostok.

All proposals must be submitted in a sealed envelope marked "Quotation Enclosed" to Mrs. Molly Fayen, Contracting Officer, 32 Pushkinskaya Street, Vladivostok, Russia, 690001 **before 6:00 pm on July 16, 2013**. Any proposals submitted after this deadline will not be considered.

Documentation for this project is on the site of the U.S. Consulate - <http://russian.vladivostok.usconsulate.gov/tenders.html>

In case of questions, please call Larissa Konischeva, Procurement assistant by telephone 2-703-723 or Andrey Balabin, Maintenance Foreman by telephone 2-703- 732 during regular business hours.

Sincerely,

Molly Fayen
Management Officer

SCOPE OF WORK

Services described herein are required for the U.S. Consulate located at 32 Pushkinskaya Street, Vladivostok, Russia. Work should be performed during working hours from 9AM to 5.30PM, Monday through Friday. All work and procedures shall be performed in conformity with the specifications and work requirements herein. All local labor standards for occupational safety and health apply to this contract.

Under the project the contractor has to repair the concrete blocks in the front of COB. Contractor shall:

- remove loose plaster, cutting the cracks,
- prepare the surface of the blocks using the adhesive material and
- put plaster on the blocks.

In preparation of plaster, contractor shall use the additive to increase the adhesion and strength of concrete. Additive may be "STYROBOND" for example. The total square meters of blocks is 165 m². Contractors will have an opportunity to obtain exact measurements during the site survey and/or prior to commencement of the project.

All materials must be purchased by the Contractor. Electricity, 220V single phase and water are available from the nearest work area.