

Solicitation No: **TPE200-17-Q-0002**

The American Institute in Taiwan (herein as AIT) has a requirement for a firm to provide **drapes and dry cleaning services** to AIT. The contract type will be an ***Indefinite Delivery/Indefinite Quantity (IDIQ) contract***.

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

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- 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; and
- Have good experience and past performance records (at least **3** years)

If a firm is interested in competing for this requirement, please contact Carmen Tao, TEL: 02-2162-2084 Monday through Friday, 9:00 am to 4:00 pm between **8/18-10/2** to obtain a solicitation package.

This solicitation is a commercial items solicitation and AIT anticipates award of one base year with four option years at AIT's discretion. AIT will award a contract to the responsible offeror whose offer conforming to the solicitation will be most advantageous to AIT, price and other factors considered. AIT intends to evaluate quotations and make award without discussion. Therefore, the initial quote should contain best terms from a price and technical standpoint.

美國在台協會欲招標一合格 窗簾，百葉窗廠商(需提供窗簾清洗服務)。(標號: **TPE200-17-Q-0002**). 有意廠商煩於 **10月 2日前**於上班時間早上9點至下午4點間電洽 02-2162-2084採購部陶小姐.

- 可以理解基本英文
- 有確立之營業地點/地址及電話
- 有足夠的人力，物力，財力提供服務
- 具合法營業證照
- 達到並符合台灣保險相關規定
- 無犯罪 (刑事)記錄
- 無參加任何違反美國利益之特殊政治或經濟活動
- 有能力提供過往(至少**3**年)施做案例以資參考

Cleared by Christopher Cortese, Approving Official