

**United States Embassy
Democratic Republic of the Congo**

August 29, 2016

REQUEST FOR QUOTATION for *PR5508166 for CASH COLLECTION*

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the service shown on the following page or pages.

If you would like to submit a quotation, please follow the instructions below and, in your bid, submit all items required.

To be considered for this bid, **your pro-forma invoice must be received by 1100 hours local time on September 22, 2016.**

Send your bid only as one PDF document to kinshasabid@state.gov. Do not send a PDF document which is larger than 50 pages.

Each page of the offer must be sequentially numbered from start to finish.

- Type the following in the subject line of your e-mail:
 - ***PR5508166 for CASH COLLECTION*** (and the name of your company)

Special Note #1: Registration in the System for Award Management is required for awards of \$25,000 or more. No award of \$25,000 or more will be made without proof of registration.

Special Note #2: We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Please see the US Embassy Kinshasa Contract Opportunities web page for additional details.

If you are registered in the System for Award Management (SAM), please provide proof upon bidding.

Special Note #3: An award, if one is made, will be made to the lowest priced technically acceptable bidder.

Please see the following page for a description of the service in which we are interested.

Also, please continue to watch our website for new postings and for updates to this and other procurement opportunities.

Sincerely,
The Contracting Officer

PR5508166 for CASH COLLECTION

Quotation Requirements

Complete the pricing charts below. To avoid making mistakes when you re-type, you may complete by hand.

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Quotation Support Requirements

Information demonstrating the offeror's/quoter's ability to perform, including:

(1) Name and contact details of a Project Manager (or other liaison to the U.S. Embassy/Consulate) who understands written and spoken English. Names and contact details of backup Project Managers

(2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;

(3) List of clients over the past **three (3)** years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has not performed comparable services in the **Democratic Republic of the Congo** then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:

- Quality of services provided under the contract;
- Compliance with contract terms and conditions;
- Effectiveness of management;
- Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
- Business integrity / business conduct. The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

- (4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
- (5) The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.
- (6) The offeror's strategic plan for *Provision of Cash Collection Services* to include but not limited to:
 - (a) A work plan taking into account all work elements in Section 1, Scope of Services
 - (b) Identify types and quantities of equipment, supplies and materials required for performance of services under this contract. Identify if the offeror already possesses the listed items and their condition for suitability and if not already possessed or inadequate for use how and when the items will be obtained;
 - (c) Plan of ensuring quality of services including but not limited to contract administration and oversight; and
 - (d) Copies of all insurance certificates.
 - (e) Description and results of training and background security checks for your employees. Provide photocopies of Drivers Licenses. Driver performance records.
 - (f) Describe cash collection vehicles which will be used and send a list of number plates for those vehicles. List make, model and year of vehicles to be used and include a list of number plates for those vehicles.
- (7) Evidence of System for Award Management (SAM) registration. An award of \$25,000 or greater cannot be made until the proposed contractor is registered in SAM.
- (8) Include any other written information that will provide proof of the company's technical and financial responsibility.

I. Scope of Services

The contractor shall provide cash collection services for the U.S. Government at the Embassy of the United States of America in Kinshasa as described in the solicitation. This contract will be a fixed price, indefinite quantity/indefinite delivery type of contract under which may be placed firm fixed-price delivery orders. The price listed below shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, profit, and transportation necessary to provide collection services for the American Embassy Kinshasa. In consideration of satisfactory performance of all scheduled services required under this contract, the contractor shall be paid a firm-fixed price for each delivery. There shall be no costs other than the per-trip cost. The contractor shall be compensated monthly upon receipt of a proper invoice (per instructions from the Embassy) for all deliveries made under delivery orders placed by the Embassy during the month.

Pricing Chart

VALUE ADDED TAX. Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

Base Period - The contract will be for a one-year period from the date specified in the contract award with One (1) option year at the request of the Government.

Base Period

Estimated Collections per Year	Per Trip Price – US Dollars	Total Price – US Dollars
75		

Option Year One

Estimated Collections per Year	Per Trip Price – US Dollars	Total Price – US Dollars
75		

GRAND TOTAL CONTRACT PRICE, INCLUDING ALL OPTION YEARS	
Base Period Total Price	
First Option Year Total Price	
GRAND TOTAL FIRM-FIXED PRICE FOR BASE YEAR PLUS ALL OPTION YEARS	

DESCRIPTION/SPECIFICATIONS/SCOPE OF WORK

1. General Requirement

The Contractor shall provide cash collection services for the U.S. Government at the American Embassy Kinshasa as follows:

Collect from, transport to, and deposit cash at any one of the following locations: the Cashier’s office at the Joint Administrative Office (JAO) at 498 Col. Lukusa St., the Consular Section at the Embassy at 310 Avenue Des Aivateurs, Kinshasa, and the bank used by the Embassy. Occasionally, upon specific request, transport for cash may be arranged to another location in the Kinshasa area.

The dates and times for collection will be specified by letter or e-mail sent from the Contracting Officer’s Representative (COR) to the Contractor.

2. Definitions

“Currency” means ready money in coins, species, paper money, and bank deposits such as checks, drafts, notes, bearer bonds or coupons owned by the U.S. Government, as well as the documents related to be transported in special collection bags.

“Point of Destination” means the place where the Contractor takes the currency. The Points of Destination in this contract, unless otherwise specified at a later date, are the Cashier office in JAO, the Cashier Office at the Embassy, and the Bank, which will be designated in writing by the COR.

"Recipient" means the person justified or authorized to receive currency from the Contractor at the Point of Destination. For the purpose of this contract, recipients are the Embassy cashiers and the Bank designated persons. The names of individuals for both locations will be specified in writing by the COR.

"Collection" means the activity of transporting currency from the locations listed above to the recipients as regulated by applicable laws and legal acts of the Democratic Republic of Congo and the provisions, clauses and conditions outlined in this contract.

"Collecting Agent" means the person having a valid employment contract with the Contractor, and duly designated by the Contractor to perform currency collection activities.

"Document" means the document presented to the Recipient upon receipt or delivery of the currency. The document remains in the ownership of the Contractor in order to determine the category and to evidence the receipt of transfer of the currency with signatures of persons duly approved by the American Embassy Kinshasa. The type of document and instructions for completing the form will be agreed upon by both parties, summarized in a document written by the COR, and signed by both parties.

"Collection bag" means a special bag to be closed either with seals or keys for carrying the currency. The quality of the bag shall be accepted by the American Embassy Kinshasa, the Contractor and the insurance companies, if applicable.

3. Specific Requirements

a. Contractor's responsibilities--the contractor shall:

1. Ensure all people in the collection, transfer or receipt of currency process have proper identification;
2. Guarantee that collecting agents arrive at the destination points by the time requested by the U.S. Government as stated in the letter or letters generated by the COR;
3. Ascertain that collecting agents possess relevant certificates as well as other required documents pertaining to the collections;
4. Verify collection bags, condition and number of seals, and compare them to data in the document;
5. Complete the Documents in accordance with instructions as outlined in writing by the COR;

6. Transfer the currency from the Consular Section to the Cashier, request inspection of the load and obtain signature of the recipient as proof of the completion and acceptance of the service;
7. Transfer the currency from the cashier to the Bank, request inspection of the load and obtain signature of the recipient as proof of the completion and acceptance of the service;
8. Transfer the cash from the bank to the cashier, request inspection of the load and obtain signature of the recipient as proof of the acceptance and completion of the service;

Note: the contractor may not accept the currency if collection bags are not in an appropriate condition.

9. The Contractor shall not be responsible for damages arising out of circumstances beyond the control of the Company (force major); and

10. The Contractor shall possess a valid insurance, which covers the Currency collection business prior to servicing the American Embassy Kinshasa under this contract.

b. U.S. Government's Responsibilities

1. Provide access for the Contractor's employees to enter the Embassy Cashier Office and Consular Section, and JAO Compound;
2. Prepare and properly seal each cash bag for each transaction. If the U.S. Government fails to complete the preparation of bags by the time required for collection, the Contractor has the option to leave the premise and reschedule the collection in agreement with the U.S. Government;
3. Identify the Contractor's collecting agents with appropriate identity cards each time prior to the collection;
4. Register the reasons for refusal to accept or transfer the currency in the Document to be confirmed with the signature of the cashier;
5. Transfer the currency to the Contractor when due and sign the Document presented by the Contractor;
6. Accept the currency returned by the Contractor in connection with refusal of acceptance at the Point of Destination or under other circumstances that prevent the transfer of currency; and
7. Place orders for the collection of Currency in an encoded manner and in accordance with the procedure agreed upon in writing between the two parties.

The U.S. Government reserves the right to refuse the transfer of currency when:

- a. It is not possible to identify the Contractor;
- b. The collection bags are not properly prepared and ready at due time; or
- c. Irregularity in documents presented by the Collecting Agent occurs.

The Contractor's representative will be informed about such matters immediately.

8. The U.S. Government will provide the Currency Transit Bags, seals and appropriate documents for the Currency transfers.

4. Special Requirements

1. The Contractor is financially liable for any damage which may occur to the U.S. Government from the moment of acceptance by the Collecting Agent until the time of delivery and acceptance by the Recipient.
2. If collection bags delivered to the recipient contain different currency (different amount of money or different amount of valuables or different items) than recorded in the accompanying notes and the seals are intact and unbroken, at the Point of Destination upon delivery of currency, the U.S. Government will be liable for the difference between the recorded amount in the accompanying notes and the actual amount of the currency in the collection bag. In such instances, a special document shall be completed and signed by the collecting agent, as well as the recipient.

5. The Contracting Officer's Representative (COR)

The COR for this project, shall be the Financial Management Officer of the Embassy.

6. Procedures for Currency Transfers

Sending Money

Day before Transfer

1. Cashier/Sub-Cashier contacts receiver of funds to confirm pickup time.
2. Cashier/Sub-Cashier contacts the Contractor to set up time for pickup.

Day of Transfer

1. Cashier/Sub-cashier prepares Funds Transfer Forms, numbering the form using the next sequential number in the Cash Transfer Log.
2. Cashier/Sub-Cashier updates the Cash Transfer Log.
3. Cashier/Sub-Cashier makes two copies of the form and follows procedure below:
 - a. Places original in an envelope for the receiver and inserts the envelope in the bag.
 - b. Places one copy in an envelope for the courier.
 - c. Keeps one copy on file.
4. Cashier/Sub-Cashier seals bag.

5. Cashier/Sub-Cashier identifies the courier and presents bag to courier obtaining the name and signature on the Cash Transfer Log.
6. Cashier/Sub-Cashier updates Cash Transfer Log(s).

Receiving Money

1. Cashier/Sub-Cashier signs delivery documents presented by the contractor.
2. Cashier/Sub-Cashier opens bag and the two envelopes, verifies contents and signs the Funds Transfer Form. The Original copy is retained in the Cashier's office and the contractor's agent receives one copy for their records.
3. The Cashier scans the signed copy of the Funds Transfer Form and sends it to the sender via e-mail as confirmation of receipt.
4. The Cashier/Sub-Cashier updates Cash Transfer Log(s).

7. INVOICING

(a) The Contractor shall submit monthly invoices to the addresses shown in paragraph d below. A proper invoice must be accurate and include the following information:

- Contractor's name and bank account information for payments by wire transfers
- Invoice Date
- Contract Number
- List of cash collection movements which clearly state the following:
 - Date and time of each movement
 - Location of pick-up
 - Location of drop-off
- Prompt payment discount, if any
- Name, title, phone number, and address of person to contact in case of defective invoices

(b) If an invoice does not contain the above information, the Government reserves the right to reject the invoice as improper and return it to the Contractor within 7 calendar days. The Contractor must then submit a proper invoice.

(c) Send One (1) hardcopy original of the invoice to:

Voucher Examiners/FMO
310 Avenue Des Aviateurs
Kinshasa/Gombe
Democratic Republic of the Congo

Payment shall be made in US dollars by Electronic Funds Transfer (EFT) within 30 days after receipt of the proper invoice.

Additional Clauses

52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than USD 1, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--
(1) Any order for a single item in excess of USD 10,000;
(2) Any order for a combination of items in excess of USD 10,000; or
(3) A series of orders from the same ordering office within than 4 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within than two days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within

that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after one year beyond the contract's effective period.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed Five (5) years, including base and all options years.

652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is The Financial Management Officer.

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The contractor warrants the following:

(1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) That is has obtained all necessary licenses and permits required to perform this contract; and,

(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.