

Embassy of the United States of America



Islamabad, Pakistan Date:
April 13, 2018
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To: Offeror

Request for Quotation Number: **19PK33-18-Q-5883**

From: Contracting Officer
General Services Office
US Embassy Diplomatic
Enclave, Ramna 5
Islamabad

E-mail: Mubarikrz@state.gov and LatifM@state.gov;
Phone: 92-51-201-5152

Subject: **Request for Price Quotation – Labor Services to move furniture and appliances.**

A. The Embassy requests your price quote **on a priority basis** for the **following item/services:**

i. ITEM DESCRIPTION

The U.S. Embassy requires labor services to move furniture, materials, and equipment from the TDY Quarters (IPOD) complex, a two-story structure located on the lowermost elevation level of the existing Embassy compound, to the warehouse located in Islamabad I-9. Contractor provided four (4) trucks will be required for the movement of furniture, materials, and equipment from IPOD to I-9 warehouse. Fork lifters will be provided by the Government. The IPOD complex consists of 117 small apartments, two laundry rooms, a kitchen, and a dining room/reception center/recreation center. The primary heavy or outsize items to move from the IPOD complex are 118 refrigerators, 10 washing machines and 10 dryers. Each IPOD apartment contains two beds, two wardrobe cabinets, a dresser, a small desk and a microwave. The dining room/reception center/recreation center contains couches, two computers, and some office items, the last of which will be self-packed by the Government. Contractor personnel may be asked to wrap items in protective material, provided by the Government, to prevent scratching, denting, or other damage. The Government will disconnect computers and other electrical items Work will be done under the direction and supervision of Embassy Warehouse staff.

Anticipate work beginning on or about June 4, 2018, and extending through about June 12, 2018. The volume required will be 50 man-hours per workday.

B) Hours of Performance:

The Contractor shall schedule all project activities during normal business hours which are defined as 8:00 to 16:30 Monday to Saturday (work hours may be adjusted to start in the early morning because of Ramadan), excluding local and American holidays, unless approved in advance by the COR.

C) Price

S. No	Item Description	Estimated quantity	Measuring Unit	Unit Price (PKR)	Total Price
1	Labor Services to move furniture and appliances under the supervision of embassy Warehouse staff (total estimated work hours are 400. Payment shall be made as per actual number of hours worked).	400	Hours		
	Provide four trucks to transport the stuff noted in item description paragraph "A. F". truck may work for 10 hours a day	8	Day		
Total:					

* Price should be inclusive of all associated factors mentioned in SOW.

D. Government Furnished Property/Equipment

- The Contractor is responsible for the proper care, maintenance and use of Government property in its possession or control from time of receipt until properly relieved of responsibility in accordance with the terms of the contract. The Contractor shall pay all costs for repair or replacement of Government furnished property that is damaged or destroyed due to Contractor negligence.

i. Insurance

The contractor is responsible for obtaining whatever insurance is necessary according to local laws. The contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from an incident to the contractor's performance. The contractor shall

hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

ii. **Safety**

The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs, and practices pertaining to labor, safety, and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the U.S. Embassy POC.

Any person working at a height greater than six feet (1.8 meters) shall be provided with fall protection. Regardless of height, if a worker can fall into or onto dangerous machines or equipment employers must provide fall protection.

The contractor is responsible to take appropriate measures in terms of safety (safety equipment and other adequate steps required by U.S. as well as local law) of the U.S. Government property and contractor's employees. U.S. Government will take no responsibility of any incident occurring because of contractor's negligence, safety violations and consequently any damages to the contractor's property and/or personnel.

E. Access to Government Buildings and Standards of Conduct:

The Contractor shall designate a representative who shall supervise the project, and be the Contractor's liaison with the U.S. Embassy Islamabad. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purposes.

F. Personnel Security.

The Government reserves the right to deny access to U.S.-owned and U.S- operated facilities to any individual. The Contractor shall provide the full names, CNIC number and its copy, CNIC's verification from NADRA and contractor's personnel may have to visit RSO office in the embassy for biometrics. It is required for security/police clearance of all those who will be working on this contract prior to commencement of work.

G Contracting Officer's Representative (COR)/POC:

Contracting Officer's Representative/Point of contact will be **Warehouse Supervisor, U.S. Embassy Islamabad** for this project.

H. TERMS and CONDITIONS

1. Inspection and Acceptance:

The (Contracting Officer Representative) COR will inspect from time to time the services being performed to determine whether work is being performed in a satisfactory manner.

2. Payment Terms:

Contractor will submit consolidated invoice to Financial Management Office for the number of hours worked and accepted by the government. Each invoice should be itemized per date, contract/PO number, number of hours worked, unit price, total price and invoice number. Payment will be made through Electronic Funds Transfer (EFT) within 30 days after submission of legitimate and accurate invoice conforming to the purchase order (PO). *Net 30 will be commenced on the date of receipt of invoice in the US Embassy Financial Management Centre.*

I. Contract Clauses

Below FAR & DOSAR clauses will apply to this purchase order

652.236-70 ACCIDENT PREVENTION (APR 2004)

(a)) General. The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the contractor shall:

- (1) Provide appropriate safety barricades, signs and signal lights;
- (2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,
- (3) Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.
- (4) For overseas construction projects, the contracting officer shall specify in writing additional requirements regarding safety if the work involves:
 - (i) Scaffolding;
 - (ii) Work at heights above two (2) meters;
 - (iii) Trenching or other excavation greater than one (1) meter in depth;
 - (iv) Earth moving equipment;
 - (v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;
 - (vi) Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);

(vii) Hazardous materials – a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or

(viii) Hazardous noise levels.

(b) Records. The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.

(c)) Subcontracts. The contractor shall be responsible for its subcontractors' compliance with this clause.

(d) Written program. Before commencing work, the contractor shall:

(1) Submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,

(2) Meet with the contracting officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

(e) Notification. The contracting officer shall notify the contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the contractor or the contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the contracting officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

(End of clause)

CLAUSES FOR PURCHASE ORDER CLAUSES

(Current thru FAC 2005-36)

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	SEPT 2007
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	MAR 2009
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.228-5	"Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Contractor shall at its own expense provide and maintain during the entire performance period the following insurance amounts:	

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (SEP 2009)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))

____ Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): “(c) The current rate under the Department of State contract is [contracting officer insert rate] of compensation for services.”	JUNE 2006
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52.249-4, Termination for Convenience of the Government (Services) (Apr 1984).
52.249-8, Default (Fixed price Supplies and Services) (Apr 1984)

FAR and DOSAR clauses can be accessed through following link:

http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

J. Offer Due Date:

1. Please submit your quote on or before **April 30, 2018 at 15:00 p m** to **Contracting Officer, GSO Procurement U.S. Embassy, Diplomatic Enclave, Ramna-5, Islamabad** or via Email to following email addresses:

Mubarikrz@state.gov

LatifM@state.gov

2. Provide evidence of those workers experience who will perform under this contract.
3. Please quote our **RFQ Number 19PK33-18-Q-5883** in all your correspondence regarding this request for price quotation.