



U.S. CONSULATE GENERAL, KARACHI.

U.S. Consulate General  
Karachi, Pakistan  
Date: Jan 27<sup>th</sup>, 2021

To: Offeror Page 1 of 13

Request Number: **PR9619494**

From: Procurement & Contracting Department

U.S. Consulate General

Plot No- 3, 4, 5, New TPX, Area

Mai Kolachi Road

Karachi, Pakistan.

E-mail: [KRCProcurementContracting@state.gov](mailto:KRCProcurementContracting@state.gov)

POC: **Azmat Khan** Phone: 92-21-320110 2218

**RFQ-PR9619494 - KHI-FAC: Gen 5 and AVR/VCB Canopies Repair at U.S. Consulate General Karachi.**

The U.S. Consulate Karachi requires services for Facilities Maintenance Unit and requests your participation in quoting for the said service(s) of Generator 5 Canopy Repair per stated Statement of Work. Please provide us cost, delivery charges and estimated delivery period of the following item(s) to:

**U.S. Consulate General Plot No- 3, 4, 5, New TPX Area Mai Kolachi Road Karachi.**

**Generator 5 and SIEMENS AVR/Vacuum Circuit Breaker Canopy Repair**

**GENERAL REQUIREMENTS**

The project is described as “Generator 5 and SIEMENS AVR/Vacuum Circuit Breaker Canopy Repair.” This includes but not limited to complete replacement of the two canopies roof top along with necessary repair and repainting work on the canopy body per Annex A and B. The Contractor shall furnish all necessary means and methods required for supervision of the said project. All work will be performed within firm fixed-price contract.



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**BACKGROUND**

Generator 5 and SIEMENS Vacuum circuit breaker canopies were installed at the U.S. Consulate General Karachi more than 10 years ago. These are mild steel structure and with the passage of time have deteriorated due to high humidity and corrosive environment. Generator 5 canopy roof top has leaks at various points and its exhaust has also damaged. Further it also requires repair at the base. The other canopy for the VCBs is also in bad shape and needs repair with complete repaint.

**GENERAL CONDITIONS**

CO: Contracting Officer

COR: Contracting Officer's Representative

FM: Facility Manager

RSO: Regional Security Officer

MO: Management Officer

GSO: General Service Officer

POSHO: Post Occupational Safety and Health Officer

APOSHO: Assistant Post Occupational Safety and Health Officer

**1. COR:**

Farrukh Ahmed Khan (Electrical Engineer) will be the COR for this project.

**2. Fixed-Price Proposal:**

The Contractor shall provide one fixed-priced proposal to complete the Project scope that includes every aspect of the work. The contractor will measure, furnish BOQ and verify quantities needed to complete this project in consultation with Facilities and provide details prior to submission of bid/quote.

**This action may require an amendment to the RFQ.**

**3. Design Criteria:**

The Work shall be governed by referenced standards and drawings contained within this Scope of Work. Notify the COR in the event of conflicting in design and estimation of any kind of work approvals. In general, the more stringent criteria shall be applied, subject to COR approval.

The Contractor is responsible for compliance with all design criteria mentioned in this scope of work; the work not in compliance shall be deemed unacceptable.

The Contracting Officer's Representative shall inspect and approve or reject all equipment prior to their use.



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#### **4. Execution:**

The Work shall be executed in a diligent and work man like manner in accordance with the negotiated fixed price, this Scope of Work and the Project Schedule.

When pursuing the work, the contractor is to take extra care as not to damage existing structures. The Contractor is responsible for preventing any damage to surrounding properties arising from the Contractors performance of the work.

Contractor shall be responsible for repairing any damage to adjacent properties as a result of its activities on the Project Site. If the damage is not repairable, the cost will be calculated by the Facility Manager and deducted from the payment of the final invoice.

#### **5. Work Hours:**

Normal working hours at N.C.C Karachi is 0800hrs to 1630hrs. The contractor shall ensure this time frame.

- Designated labors/Technicians must be at N.C.C at 0800hrs
- Must carry original CNICs
- Contractors to check-in for clearance at N.C.C Karachi at 0800hrs. Commence work each day until the project reaches final completion.
- Break Hour for Friday – 1200-1400hrs
- Break Hour for Monday to Thursday – 1200-1300hrs

If any aspect of this work is deemed by the COR, FM, the RSO or the POSHO/APOSHO to be interruptive of normal US Consulate operations, the Consulate security or safety, the contractor shall be required to perform that portion of the work on Saturdays and Sundays.

#### **6. Safety:**

The Contractor shall be responsible for conducting the work in a manner that ensures the safety of employees and visitors at the US Consulate, and the Contractor's employees. Safety standards must meet or exceed current EM 385 US Corps of Engineers Safety and Health Requirements Manual requirements available online.

The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. Based on hazard assessments, Contractors shall provide or afford each affected employee personal protective equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. Sandals or athletic shoes are not acceptable. PPE such as gloves, dust masks, are recommended. These items must be provided at the Contractor's expense.

Workers may use discretion if they feel unsafe in using the equipment in a hostile environment.



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Any worker at an elevated location above 1.8 meters, with the exception of a portable ladder, will be provided a safety harness by the Contractor for their use.

The contractor must document in the bid for work how the hazard controls will be implemented and maintained during the project.

The Contractor shall prepare and implement an Activity Hazard Analysis (AHA) prior to the start of work.

The Contractor must have a competent person on-site for inspection of equipment, training workers in the safe use of equipment and the recognition of hazards related to their use, supervision, and identifying and correcting unsafe work practices for high hazard work.

All contractor personnel shall wear hard hats, safety glasses, earplugs, gloves, close-toes shoes and any other Personal Protection Equipment deemed necessary by the Facility Manager.

- o Pakistan Government COVID Guidelines (that applies during/for pre-proposal site conference) to be followed <http://covid.gov.pk/guideline>.
- o No personnel without COVID PPE allowed on the USG premises. Violation of COVID guidelines may result in disqualifying the contractor from pre-proposal site conference.
- o Personnel with self, family, or close environment COVID symptoms must refrain from coming in for the site visit. In case symptoms arise after the visit has been scheduled, you may inform contracting office and we will schedule it for other day and personnel.

### **Safety Training:**

- Provide specific training to supervisory personnel and all craft workers of the Contractor and subcontractors in proper use and care of specific personal protective gear, equipment, and clothing.
- Contractor and subcontractor employees shall be trained and supervised by qualified persons to perform, safely and confidently, recognized hazardous work operations and work performed with hazardous conditions to which they have been assigned.

### **7. Workforce:**

The contractor shall provide all supervision, skilled and unskilled labor needed to perform the work.

The Contractor shall be responsible for total integration of effort and control of the works. The Contractor shall be responsible for planning, monitoring, coordinating, and controlling the works.

The Contractor shall provide a Project Superintendent with a minimum of 5 years professional employment record of demonstrated performance in comparable work. Project Superintendent shall have experience in all aspects of work execution.



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The contractor shall provide Foremen and other supplemental staff as necessary to perform the work within the timelines and quality standards specified. Staff shall demonstrate knowledge, skill, and experience with the construction methods, techniques, and standards required by the contract.

Contractor employees shall have access to the equipment and equipment areas and will be escorted by US Consulate personnel.

The Contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The Contractor shall provide, to each employee and supervisor, uniforms and personal equipment. The Contractor shall be responsible for the cost of purchasing, cleaning, and repair of the uniforms.

Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

The Contractor shall not condone disorderly conduct, use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action if any of the services exceed the standard. The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

## **8. Accommodations:**

**Toilets:** The contractor's staff can utilize compound toilets. The Contractor shall however ensure that these stay clean and usable. It is post safety program coordinator discretion to hold their entrance due to any violence of cleanliness.

**Drinking water:** The contractor shall also provide an adequate number of drinking water dispensers, distributed for convenience and efficiency-of-use around the construction areas. Maintain supply of disposable paper cups at each dispenser at all times.



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**9. Subcontractors:**

Contractor shall be responsible for the conduct and workmanship of Subcontractors engaged in the Project, and for Subcontractors compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors while on U.S. Government property.

**10. Modification to Contract:**

The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise in writing by the Contracting Officer (COR).

Any work performed by the Contractor beyond this SOW without written direction from the Contracting Officer will be at the Contractor's own risk and at no cost shall incurred to the U.S. Consulate General Karachi.

**11. Stop Work:**

At any time during the project, the Contracting Officer (CO) reserves the right to stop work for safety/protection of employees or visitors, security, or any other reason which causes work scope procedure violence.

**12. General Submittals:**

The contractor is responsible to submit a hazard control measure plan for the work. The contractor shall provide the detailed qualification of all the key personnel. The contractor shall provide As built drawings after completion of the work.

**13. Close-out:**

Prior to final acceptance, the COR will conduct a QA/QC inspection to check compliance with the SOW. Punch items if there are any, will be forwarded to the contractor. The contractor shall clear all the punch list items and got these verified by COR before submitting the invoice.

**14. Housekeeping:**

The contractor is responsible to clean up daily. The contractor is responsible to dispose of all dirt, trash, used oil and debris outside of the property before the close of each business day. Immediately upon removal, it must be loaded into a truck and disposed of once the vehicle is full. At the end of the day even partially loaded trucks must be removed from the US Consulate compound and the contents disposed of properly at authorized dump sites.



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The Contractor shall coordinate and supervise the protection, cleaning, and maintenance work at the Project site during receipt, handling, installation, lifting of generators at the work place area.

### **15. Notification to proceed:**

The contractor shall provide the required services on the specified dates. However, prior to the commencement of any work, the contractor and the COR shall have mutual consent of the work.

### **16. Point of Contact:**

The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to the property accessibility; and all other important information pertaining to the Project

### **17. Contractor's Representative:**

The Contractor shall provide a representative on-site during all working hours with the authority to make all decisions on behalf of the Contractor and subcontractors.

### **18. Site Security:**

The contractor shall comply with US Consulate Karachi security policy.

The contractor shall prepare list of all the names of personnel working for the contractor and any subcontractors, with national ID numbers and submit the list to the Facility Manager for vetting of employees by the RSO at least 30 days prior to commencement of work.

The contractor shall also provide a list of all equipment, listing the manufacturer, model, serial number of all equipment to be used on this project at least 5 days prior to the commencement of any work. Any vehicles utilized by the contractor are also considered equipment. The contractor must provide make, year, model number and license plate number. All vehicles will be inspected prior to entering and prior to leaving the premises.

The COR will assign a holding area for the equipment. Equipment, other than vehicles, should remain on site for the duration of the project to avoid having to have a security screening of it each time it enters the compound.

Any vehicle that is leaking oil will be immediately removed from the US Consulate compound.

The contractor must notify the COR in writing at least 24 hours in advance of the pending removal of any contractor owned equipment.



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The contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct at no cost to the U.S. Government.

### **19. Coordination meetings:**

Pre-Project Conference: The COR shall conduct an initial project conference on or near the date of notification to proceed. Agenda items shall include a review of the general plans, conditions, procedures, and work requirements as shall be necessary for the effective scheduling and prosecution of the work activities. Further, all parties shall review security of material delivery requirements; personnel assigned, and contract communication procedures as have been established for the work project activities. This meeting shall be scheduled and conducted at the place agreed to by the COR/FMO and the Contractor.

### **20. Defects in Work:**

Where the Contractor's QC procedures, or those undertaken by or for the USG, disclose patent or latent defects in the works, the Contractor shall provide corrective actions. The contractor shall seek to repair, restore, reconstruct, replace, or otherwise correct defects in the works to comply with Contract Document requirements and criteria. The corrective action shall be acceptable to the COR.

Provide re-inspection or re-testing of corrected work, repeat until compliance is achieved.

Neither the required quality control procedure, nor detection of defects, nor correction of defects, nor the re-inspection or re-testing of corrected work, provides a basis for Contractor's claim for Contract Modification/Additional Compensation, or request for extension of Contract Time.

### **21. Delays:**

Delays that are found to be caused by the Contractor's actions or inactions shall not be a cause for a time extension to the contract completion date.

If the Contractor's execution of the works falls behind the accepted Project Execution Schedule, the Contractor shall take any and all steps necessary within the agreed work period parameters to improve progress. These attempts at recovery shall incur no additional cost to the USG. The Contractor shall execute the works diligently and shall seek to complete all works at or before the agreed upon contract completion date.

## **2. SCOPE OF WORK**

1. Site Organization:



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- A. Install new barricades and safety precaution on site execution area. Designate the project work and area limitations.
2. Work execution:
- A. Direct the scope of the field investigation to validate existing conditions.
- B. 5 days after award, provide a submittal schedule to the COR for review and approval.
- C. Provide installation procedures and work activities for COR approval.
- D. The work should comply relevant Safety Standards as already mentioned and applicable at the U.S. Consulate, Karachi.
- E. The Contractor will Provide All Materials onsite with good condition and as approved by the COR.
- F. The Contractor shall schedule and perform work maintaining Quality Control. He/ she will be responsible to maintain the site cleanliness and arrange/provide all necessary tools and construction gadgets such as ladders, scaffolding and equipment for working at Height along with all necessary tools and equipment and PPEs (Personal protective equipment).
- G. The required tools and equipment should be in good working condition and do not create any safety hazard while using them. COR will inspect time to time all such tools and equipment and would require the contractor to immediately replace any item which seems not in good condition and hence creates a safety hazard.
- H. Contractor should make arrangement to meet with any emergency so that work progress does not suffer.
- I. At the completion of the job, COR will verify if the work has been completed as required in all respect. The contractor will make arrangement to verify the job and rectify any discrepancy found during the inspection.

## **Annexure A**

1.1. SIEMENS VCB/AVR Canopy Fabrication Work.

1.2. Prefabricated Compact 11KV AVR Kiosks roof top replacement and other repairing work.

1.3. EXISTING CONDITIONS ON SITE

The siemens canopy located beside the Generator room Utility-1 building is damaged by the rain and the UV rays of the Sun. The roof top needs complete replacement, and the supporting structure needs to be repaired and repainted.



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#### 1.4. SCOPE OF WORK

This job requires complete roof replacement of this canopy. Further perform necessary repair or replacement of other components of the canopies like existing pillars foundation, doors Hinges, locks, air filters mesh, air filters and dent paint the complete structure interior and exterior, and also install high quality exhaust fans.

All fabrication work shall be in accordance with IP 65 rated.

Contractor must take all the necessary measurements and complete the work in all respect.

Contractor shall always be responsible for protecting existing electrical equipment inside the kiosk. All precautionary measures like using of welding shields or other means to protect Automatic voltage regulator, switch gear, control panel, PVC & metallic conduits, and other accessories inside the Kiosk should be taken.

The contractor shall provide samples of repairing/replacement materials, all the fittings accessories, color and other materials for approval before starting this job.

After the fabrication work for the roof top is completed, all metallic structure must be sanded properly. Scrape old paint in the surface where the paint is damage and has scratches. Correct all humidity spots, seal and grease and then apply a coat of primer and anticorrosive chemical, and then two final coats of color. The final color will match the existing color.

The paint for supporting metallic structure must be high quality paint zinc based, anti-fungus, anticorrosive, rust resistant, quick drying, in similar colors as is currently painted. Paint type must be the same as per existing.

The Contractor shall provide all necessary painting supplies and equipment, including brushes, rollers, buckets, drop cloths, scrapers, air compressors, air hoses, sanding equipment, electric sprayers, ladders, and scaffolds in good condition and texture sprayers if necessary to perform the work. No materials will be furnished by consulate.

### **Annexure B**

#### 1.5. GENERATOR-5

#### 1.6. REPAIR OF CANOPY & AIR INTAKE AND EXHAUST DUCT

#### 1.7. EXISTING CONDITIONS ON SITE

The Generator-5 canopy located behind the utility-1 building is damaged by the rain and the UV rays of Sun. The supporting structure needs to be repaired and repainted.

#### 1.8. SCOPE OF WORK



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This job requires complete roof replacement of this canopy. Further to disassemble the existing metallic panel of sound proof canopy where necessary, repair existing pillars foundation, air intake and exhaust duct areas, and dent paint the metallic structure, and provide one removable excess door behind the generator alternator for repairing purpose. Generator body Shock absorbers will also be replaced with same heavy duty quality where required.

Contractor must measure and observe themselves the complete work of the generator canopy and air intake and exhaust duct area where the metal sheets are completely needed to be replaced.

Contractor shall always be responsible for protecting existing electrical equipment inside the generator canopy. All precautionary measures like using of welding shields or other means to protect Generator, battery bank, charger, control panel, metallic conduit and other fixing accessories inside the canopy should be taken.

The contractor shall provide samples of repairing materials, all the fittings accessories, color and others using material for approval before starting this job.

The contractor shall provide samples of repairing/replacement materials, all the fittings accessories, color and other materials for approval before starting this job.

After the fabrication work is completed, all metallic structure must be sanded properly. Scrape old paint in the surface where the paint is damage and has scratches. Correct all humidity spots, seal and grease and then apply a coat of primer and anticorrosive chemical, and then two final coats of color. The final color will match the existing color.

The paint for supporting metallic structure must be high quality pain zinc based, anti-fungus, anticorrosive, rust resistant, quick drying, in similar colors as is currently painted. Paint type must be the same as per existing.

The Contractor shall provide all necessary painting supplies and equipment, including brushes, rollers, buckets, drop cloths, scrapers, air compressors, air hoses, sanding equipment, electric sprayers, ladders, and scaffolds in good condition and texture sprayers if necessary to perform the work. No materials will be furnished by consulate.

Prices:

**Firm Fixed Price.**

TAX: Your prices shall be duty/tax free. U.S. Consulate General Karachi will neither deduct nor pay any tax for this service.

**Inspection & Acceptance:**

A Government representative will inspect the service(s) delivered to determine the quality and acceptability of service rendered. Substandard service shall be unacceptable at vendor's expense.



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**Payment Terms:**

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon completion of project to the U.S. Consulate General, Karachi and submission of legitimate invoice to Financial Section and submission of receipt.

**SUBMISSION OF INVOICE:**

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in pdf format to the Financial Management Center to [KarachiFMCInvoices@state.gov](mailto:KarachiFMCInvoices@state.gov)
2. One copy clearly marked "DUPLICATE Copy for Proc & Contracting." [KRCProcurementContracting@state.gov](mailto:KRCProcurementContracting@state.gov)

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):

Karachi Fiscal Office  
U.S. Consulate General  
Plot No- 3, 4, 5, New TPX Are  
Mai Kolachi Road  
Karachi

For payment related queries contractor will contact Karachi Fiscal Office [KarachiFMCInquiries@state.gov](mailto:KarachiFMCInquiries@state.gov). Contracting Officer takes no responsibility for payment and/or associated queries.

**Contract Clauses:**

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

[http://aopepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx)

52.249-2 Termination for Convenience of the Government (Fixed-Price)

(MAY 2004) Alternate I (APR 1984)

52.212-4 Contract Terms and Conditions--Commercial Items (May 2015)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016)



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**Site Visit:**

The Consulate intends to conduct a site visit to be held on February 2, 2021 at 11:00 a.m.

Offerors interested in attending site visit must email to,

[KRCProcurementContracting@state.gov](mailto:KRCProcurementContracting@state.gov) on or before 1200hrs January 29, 2021. A maximum of two (2) person from one firm may participate in the site visit/ pre-proposal conference. Interested offerors must provide full name of participant(s) (as written on CNIC), CNIC number and particulars of vehicle to be used such as make, model, color and registration number.

**Offer Due Date:**

1. Please submit your quote on or before **Feb 09<sup>th</sup>, 2021** to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses:

[KRCProcurementContracting@state.gov](mailto:KRCProcurementContracting@state.gov)

No quote will be acceptable after the due date.

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ in the same sequence.
3. Please provide reference of our Request Number **PR9619494**, in all your correspondence regarding this request for price quotation