To: Offerer

Request Number: PR8190661
From: Contracting Officer
General Service Office
U.S. Consulate General
11 General Hospital Road,
Peshawar Cantonment
Badshahz@state.gov; peshawarpurchase@state.gov

Subject: Request for Price Quotation PR8190661 Consulate Kitchen Exhaust Upgrade.

The U.S. Consulate General, Peshawar intend to upgrade existing exhaust system in cafeteria kitchen.

STATEMENT OF WORK

1. GENERAL:
The purpose of this work is to upgrade the kitchen exhaust hood system in the US Consulate General Peshawar

2. LOCATION:
The work location is at US Consulate General Peshawar

3. GENERAL REQUIREMENTS:

3.1 The work shall be executed in a diligent manner in accordance with a fixed performance period of fifteen (15) working days.
3.2 Contractor shall perform the job in accordance with U.S. Codes and standards and local host country codes.
3.3 The Facilities Section U.S. Consulate General Peshawar will provide technical direction to the Contractor.

4. SCOPE OF SERVICES
The contractor shall provide the cleared personnel, material, equipment and supervision to complete the technical requirements in this statement of work. The contractor shall follow the safety and security directives as explained by Contracting Officer Representative (COR).
The work consists of, but is not limited to, the following:

4.1 The Contractor is required to submit a plan and quotation for the overhauling of the kitchen exhaust system as well as the fresh air intake system; ANSI/ASHRAE/IES Standard 90.1-2010 sets energy efficiency requirements for kitchen exhaust hoods. The work may include the following:

a) New calculations for air requirements - the cubic feet per minute (CFM) required for the exhaust air and make up air. The calculations shall be based on a minimum 15 air changes per hour.

b) In light of above calculations, the contractor shall give their recommendation for the upgradation of the exhaust and air intake system.

c) The modification work may include the following:

d) Replacement of two exhaust air blowers with a higher capacity commercial grade blowers. The work shall include delivery, installation and commissioning as per recommended standards for commercial grade kitchen.

e) Replacement of fresh air duct due to the existing duct being under capacity and attached with the exhaust duct which results in hot air pushed into the kitchen. The new duct may be stainless steel 304 grade. The contractor shall be responsible for supply, installation and commissioning of the duct in all respects.

5. The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its services.

6. Any cost associated with services subcontracted by the Contractor shall be, borne by, and be the complete responsibility of the Contractor under this fixed price of this contract.

7. 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. Contractor shall submit a safety plan. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.

a) Contractor shall at their own expense, protect his employees and all other persons from risk of death, injury or bodily harm arising from or in any way related to the work. Contractor shall fully comply with all laws, orders,
citations, rules, regulations, standards and statutes concerning occupational health and safety, accident prevention, safety equipment and practices, including, but not limited to federal and state OSHA regulations.

b) Contractor is responsible for provision of appropriate and legally acceptable means of access to their employees to perform the job safely, e.g. Scaffolds, Ladders, Platforms, etc.

c) All workforces reporting into the site must be equipped with hard hats, work shoes, eye protection, and respiratory protection for oil based liquids.

d) Standard scaffold to be used by the contractor for elevated areas.

e) Any height greater than 6ft to be guarded by standard handrail, mid rail and kick boards secure to a push of 5000lbs.

f) Elevated work forms to be accessed only by ladders.

g) Prior to work near electrical installation, communicate the scenario to POC.

h) The contractor is responsible to provide MSDS of the chemicals being used on site.


8. The Contractor shall be and remain liable to Consulate General Peshawar in accordance with applicable laws for all damages to United States Government property caused by the Contractor's negligence in the performance of any of the services furnished under this contract.

9. The Contractor shall examine all the documents. The Contractor is responsible for knowing all the conditions and limitations applied to the work. Con. Gen. Peshawar shall make no subsequent allowance to the Contractor for neglect of the existing conditions.

10. The Contractor shall be responsible for all required materials, equipment and personnel to manage, administer, and carry out supervision of this project. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.

11. Contractor shall execute the work in a diligent manner and complete the project within the performance period. Contractor shall clean the site daily.

12. The Contractor may use the area within the compound for operation of his construction equipment and may maintain temporary facilities with COR approval. The Contractor is responsible for obtaining any additional off-compound storage as required.
13. All temporary connections to power lines shall be coordinated with the Facilities Maintenance Supervisor (FMS) through the COR.

14. If any of the Contractor’s services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. Consulate General Peshawar may, by contract or otherwise, perform the services and charge the Contractor any cost incurred by Consulate General Peshawar that is directly related to the performance of such service or terminate the contract for default.

15. The COR has the right to inspect and test all services called for by the contract, to the extent practicable, at all times and places during the term of the contract. The COR may perform quality assurance inspections to confirm that Contractor performs the work according to the Contract Documents.

16. The Contractor shall visit the site to determine the full extent of the work. Failure to inspect the site will not constitute grounds for a claim after contract award. A site visit is planned on June 19, 2019. If you are interested, please send your CNIC number, Cell phone number and vehicle number before June 17, 2019.

17. The Contractor shall dispose of materials removed under this contract at a legally approved disposal site. The Contractor shall adhere to all local laws, and requirements concerning removal, transportation, and disposal of the material.

18. Temporary electrical power and water shall be provided by the Consulate at no cost to the Contractor from existing lines and sources located at the building site. The characteristics and source locations may be verified by a visit to the site. The Contractor shall provide ample temporary storage shed space for materials requiring shelter from the weather, and security and safety protection.

19. DELIVERABLES, SCHEDULE AND PERIOD OF PERFORMANCE

   a) Contractor shall complete all work under this Contract within fifteen (15) working days upon receipt of the Notice to Proceed.

   b) The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the contract period specified.
c) Liquidated damages shall be assessed at Rs 10000.00 PKR per day for any delays past the 15 performance days from NTP.

d) Quote must be in line item format, clearly defining material, labor, and installation cost.

e) The CO has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The CO may perform quality assurance inspections to confirm that Contractor performs the work according to the Contract Documents.

20. AWARD

Contract award is based on a “Lowest-Priced Technically Acceptable (LPTA) contracting procedure. Proposals undergo an initial evaluation for technical acceptability. Proposals that are determined to be technically acceptable are then competed for award. Award is based on lowest price.

The following table defines the criteria for technical acceptability. These items must be present in the proposal. Failure to provide any of the following deliverables may deem the contractor quotation as being unacceptable. A determination of unacceptable precludes the bid from consideration.

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<th>Item</th>
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<tr>
<td>State, in writing, and agree to the 30 days credit payment terms?</td>
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<td>A minimum of one foreman person capable of communicating and reading the English language. (this persons should be present at the site visit)</td>
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<td>Was any representative of the contractor present at pre-bid meeting?</td>
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<td>Provide an established business with a permanent address and telephone listing?</td>
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<td>Demonstrate prior construction experience with suitable references?</td>
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<td>Is past performance acceptable?</td>
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<tr>
<td>Provide a list of necessary personnel (to include qualifications), equipment (major tools and accessories) and financial resources available to perform the work?</td>
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List approximate number of personnel that will be on-site to carry out said work

Provide proof or capability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;

Provide a warranty period and description of items covered that is to be issued upon project completion?

Provided detailed project schedule showing work phasing and proposed daily progress schedule? Bar chart schedule is preferred.

Provide a cost breakdown, as shown in the example above

Is quote received within due date?

Is contractor quoted reasonable price?

Is quote submitted properly followed the instructions mentioned in the covering letter?

Is period of performance acceptable which is mentioned in the SOW?

Is contractor demanded advance payment? (the USG does not provide advance payment)

1. **TERMS & CONDITIONS**

   **Inspection & Acceptance:**
   A Government representative will inspect the products delivered, to determine the quality and acceptability. Substandard product shall be returned at vendor’s expense.

   **Payment Terms:**
   Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Finance Office after delivery.

   **Submission of Invoice:**
   Each invoice shall include vendor invoice number, purchase order number, date issued, brief description of supplies/services provided, quantities, unit and total price and signed by the signing authority.
Original invoice should be submitted to Finance Office, at address given below.

Finance Office
US Consulate General, Peshawar
6170 Peshawar Place
Washington DC 20521-6170
Or e-mail to: peshawarfinance@state.gov
CC: peshawarprocurement@state.gov

Although email is the preferred method, invoices may also be submitted by mail.

Note: Vendor must write bank account detail on invoice when submitting to Finance Office.

For payment related queries please contact peshawarfinance@state.gov
Contracting Officer takes no responsibility for payment and/or associated queries.

**Contract Clauses:**

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

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)
52.243-1 Firm Fixed Price

**Offer Due Date:**

1. Please submit your quote on or before June 28, 2019 to GSO Procurement Office, U.S. Consulate General, via Email to the following email address: Peshawarprocurement@state.gov
2. Please prepare a quotation on your company letterhead in accordance with the requested details of RFQ.
3. Please include list (if available) of your clients whom you sold these items within last three years.
4. Please provide reference of our request number PR8190661 in all your correspondence regarding this request for price quotation.