



U.S. CONSULATE GENERAL, KARACHI.

U.S. Consulate General
Karachi, Pakistan
Date: January 6, 2021

To: Offeror Page **1of 16**

Request Number: **PR9586247**

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

POC: Ali M Qureshi Phone: 92-21-35275000

RFQ-PR9586247-19Pk4021-Q-5001-KHI-FM: Supply and Services to Construct Infinity Pond at CGR.

The U.S. Consulate Karachi requires following Items for **FM, Section** and requests your participation in quoting for the said Items and Services. Please provide us cost, delivery charges and estimated delivery period of the following services to **U.S. Consulate General Plot number 3, 4, 5- New TPX Area, Mai Kolachi Road, Karachi.**

The Site visit will be held on **January 12, 2020 at 11:00 am**. Offerors interested in attending site visit must email to KRCPROC@state.gov on or before **January 8, 2020**. A maximum of one person from one firm may participate in the site visit. Interested offerors must provide full name of participants(s) (as written on CNIC), CNIC number and particulars of vehicle to be used such as make, model, color, and registration number.

Proposal Submission date **January 19, 2020, 1400hr**. No quotation will be accepted after this time.

RFQ-PR9586247-19PK4021-Q-5001- KHI-FM: Supply and Services to Construct Infinity Pond Material at CGR



U.S. CONSULATE GENERAL, KARACHI.



US CONSULATE KARACHI, PAKISTAN

STATEMENT OF WORK

For

NEW CGR INFINITY POND

December 2020

RFQ-PR9586247-19PK4021-Q-5001- KHI-FM: Supply and Services to Construct Infinity Pond Material at CGR

SENSITIVE BUT UNCLASSIFIED



GENERAL REQUIREMENTS

The project is described as “**New CGR Infinity Pond**”. The Contractor shall complete all work including furnishing all necessary, Materials, skilled labor, transportation, and job tools and supervision. All work will be performed within firm fixed price and within the time specified.

BACKGROUND

US Consul General Karachi requires to construct the **Infinity Pond** as per attached reference layout at New CGR at NCC compound.

SOLUTION

US Consul General Karachi requires material and services to construct the infinity pond at new CGR as pre-approved layout/drawing and with fixed price contract.

GENERAL CONDITIONS

CO: Contracting Officer

COR: Contracting Officer’s Representative

FM: Facility Manager

RSO: Regional Security Officer

POSHO: Post Occupational Safety and Health Officer

APOSHO: Assistant Post Occupational Safety and Health Officer

1. COR:

A Contracting Officer’s Representative (COR) will be assigned to ensure quality assurance goals are met.

Fixed-Price Proposal:

The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work. Contractor will be measure and verify quantities needed to complete this project prior to bid submission.

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GENERAL REQUIREMENTS

2. Services and Deliverables

Provide the following services and deliverables:

- Direct the scope of the field investigation to validate existing conditions.
- Provide Construction Documents (approved construction layout/drawings) for all work.
 - Provide for COR technical review and comment.
 - Address all COR comments from the prior submittal.
 - Provide Job Hazard Analysis
- Present the performance schedule in the form of a "bar chart" indicating when the various portions of the work will be commenced and completed within the required schedule. This bar chart shall be in sufficient detail to clearly show each segregable portion of work and its planned commencement and completion date.
- Workers must use personal protective equipment (for instance: safety gloves and goggles, safety hat and safety mask) prior to commencement of work to prevent from any personal/bodily damage.
- Use proper civil and mechanical tools during construction of the infinity pond as per attached reference drawing.
- Contractor must collect all debris and remove from U.S. Consulate premises, and surroundings in a designated trash location on daily basis.
- Construction must be involved high-quality standards of pond concrete structure material and work, granite tiles, plumbing work and pump pit installation.
- Apply good quality water repellent material to protect the concrete structure and tile work for any water seepage in future.

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GENERAL REQUIREMENTS

- Pump, Tiles, and plumbing material will be use of high quality and renown manufacturer, contractor must provide details specification to the COR for review and approval.
- Contractor must procure and provide materials including but not limited to:
 - All consumables to dispose of debris and leftovers in safe manner.
 - All consumables to protect existing surfaces and furniture etc.

3. Design Criteria:

The Work shall be governed by referenced standards and layout/drawings contained within this Scope of Work.

Notify the COR in the event of conflicting design criteria. In general, the more stringent criteria shall be applied, subject to COR approval.

The Contractor is responsible for compliance with all design criteria; Work not in compliance shall be deemed unacceptable.

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

Execution:

The Work shall be executed in a diligent and workmanlike manner in accordance with approved layout/drawing and the negotiated fixed price, this Scope of Work, the Project Schedule.

During work, the contractor is to take extra care as to prevent any damage to existing structures. The contractor is responsible for preventing any damage to surrounding properties during performance.

Contractor shall be responsible for repairing any damage to adjacent properties because 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.
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GENERAL REQUIREMENTS

4. Work Hours:

- The contractor shall work 5 days a week between the hours of 8:00 AM and 4:30 PM. Designated labors must be at US Consulate compound at 0800hrs
- Must carry original NICs
- Contractors to check-in for clearance at US Consulate Karachi at 0800hrs (8am) and then 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, the 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.

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 steel toe boots. 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.

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 Consulate staff for their use.

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GENERAL REQUIREMENTS

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 able to converse in English 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, dust mask, gloves, close-steel toes boot and any other Personal Protection Equipment deemed necessary by the Facility Manager.

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.

9. Workforce:

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

The supervisor shall be on the jobsite at all times.

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.

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GENERAL REQUIREMENTS

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.

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.

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.

10. Accommodations:

Toilets: The contractor shall utilize toilets on the Frere Compound.

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.

11. Subcontractors:

Contractor shall be responsible for the conduct and workmanship of Subcontractors engaged in the

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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 US Government property.

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.

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 to the US Consulate.

Stop Work:

At any time during the Project, the Contracting Officer (CO) reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion.

General Submittals:

The contractor is responsible to submit a hazard control measure plan for the work.

The contractor is also responsible to submit a detailed construction schedule indicating when the various portions of the work will be commenced and completed within the required schedule in the form of a bar chart. This bar chart shall be in sufficient detail to include all significant milestones.

The contractor shall provide the detailed qualification of all the key personnel.

The contractor shall provide product data's and shop drawing for every portion of the project. This includes but is not limited to: Details on pipes and fitting to be used, Aggregate gradations, Concrete Mix Design, Steel Reinforcement Specification and Source, Joint Filler and mechanical works.

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GENERAL REQUIREMENTS

Close-out:

Prior to final acceptance, the COR will conduct a QA/QC inspection to check compliance with the SOW.

Housekeeping:

The contractor is responsible to clean up daily. The contractor is responsible to dispose of all dirt, concrete, stone and construction debris outside of the property before the close of business each day. Any dirt, concrete, stone and other construction debris may not be piled on the ground. Immediately upon removal, it must be loaded into a truck and disposed of immediately once the vehicle is full.

The Contractor shall coordinate and supervise the protection, cleaning, and maintenance work at the Project Site during receipt, handling, storage, installation, curing, and similar stages of construction execution to affect minimum exposure to hazards by personnel and minimum deterioration to the US Consulate compound.

Notification to proceed:

The contractor shall start the work within 10 days of Notice to Proceed. However, prior to the commencement of any excavation, the contractor and the COR shall locate and mark any underground water or electric utilities or other lines which may be present. The contractor is required to provide orange spray paint to mark the ground.

12. 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

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.

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GENERAL REQUIREMENTS

13. 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.

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.

14. Coordination meetings:

Pre-Construction Conference: The COR shall conduct an initial construction conference on or near the date of Notification to Proceed. Agenda items shall include a review of the general plans, conditions, procedures, and requirements as shall be necessary for the effective scheduling and prosecution of the

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construction work. Further, all parties shall review security and material delivery requirements, personnel assigned, and contract communication procedures as have been established for the Project. This meeting shall be scheduled and conducted at the place agreed to by the COR and the Contractor.

Construction Coordination Meetings: The Contractor and COR will hold weekly construction coordination meetings to discuss schedule and status of outstanding issues upon request of COR. Weekly coordination meetings shall commence immediately upon mobilization to the Project Site. All parties shall seek the expeditious resolution of issues before they become problems. Progress of the work shall be reviewed. Contractor shall revise, balance, and submit an updated project execution. This review shall be based upon a subset report of the Project Execution Schedule in which all project execution activities have been entered. This review shall include:

- Status of continuing activities.
- New activity starts since last meeting.
- Activity planned completion dates.
- Activity interruptions.
- Activity completions.

Activity interruptions should include the reason for the interruption.

An activity will be considered complete only when it has been approved by the COR.

Meeting Minutes: The Contractor shall provide minutes of each meeting held under this contract the next working day after each construction coordination meeting. The COR will sign the meeting minutes upon agreeing to their accuracy. Final minutes signed by the COR and the Contractor will be submitted to the COR no later than two working days after the coordination meeting and shall become part of the final project record set.

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 **RFQ-PR9586247-19PK4021-Q-5001- KHI-FM: Supply and Services to Construct Infinity Pond Material at CGR**



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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.

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.

15. Site Organization:

The contractor shall have at least one safety monitor / traffic flagman to keep pedestrians out of the work area.

Install new barricades to delineate the project area.

16. Work execution:

Coordinate all phases and aspects of the works carefully to achieve intended results, including best overall visual effect. Remove and replace workmanship and/or material that are found to be not in compliance.

In all aspects of the work, fully comply with construction safety and occupational health requirements.

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GENERAL REQUIREMENTS

Explosive Actuated Tools are not permitted.

Install each element of project only during weather conditions that will contribute to successful workmanship and allow for proper curing, protection, and concealment.

The Contractor shall schedule and perform Quality Control services during the work progress.

Upon completion of the work, return all disturbed area (to include lawn) to original conditions.

17. Estimated time of completion

6 Weeks

18. Attachments

Infinity Pond layout/Drawing.



Drawing+Infinity+P
ond+US+EMBASSY-

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U.S. CONSULATE GENERAL, KARACHI.

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. Substandard services/products shall be unacceptable at vendor's expense.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon complete delivery to the US Consulate General, Karachi and submission of legitimate invoice to Financial Section after delivery, and submission of receipt.

SUBMISSION OF INVOICE:

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

Invoices must be routed to:

- 1- Karachi, FMC Invoices KarachiFMCInvoices@state.gov (for sending invoice-in PDF format)
- 2- Karachi, FMC Inquiries KarachiFMCInquiries@state.gov (for any query related to payment)

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

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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

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)

Offer Due Date:

1. Please submit your quote on or before **January 19, 2021 at 1400Hrs**, to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses:

KRCProcurementContracting@state.gov

No quote will be acceptable after the due date.

1. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
2. Please provide reference of our Request Number **PR9586247**, in all your correspondence regarding this request for price quotation

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