



U.S. CONSULATE GENERAL, KARACHI.

U.S. Consulate General  
Karachi, Pakistan  
Date: March 10, 2021

To: Offeror Page **1of 16**

Request Number: **PR9766481**  
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: **Ali M Qureshi** Phone: 92-21-35275000

**RFQ- PR9766481 - KHI-FM: Replacement Consular CAC Canopy Screen.**

The U.S. Consulate Karachi requires following Services/Items for **FM, Section** and requests your participation in quoting for the said Items/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.**

Site visit will be held on **March 16, 2021** at **11:00am** at U.S. Consulate General Karachi.

For security access provide name, CNIC # and vehicle detail till **March 12, 2021** at **10:00am**

Vehicle Registration #:  
Make:  
Model:  
Color:

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No	Description	Qty	Amount in PKR
1-	Local vendor services required to replace Consular CAC waiting area screen/cloth.  High Tensile Fabric with Attachments	01 Job	

**Total Amount:** \_\_\_\_\_

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U.S. CONSULATE GENERAL, KARACHI.

## GENERAL REQUIREMENTS



**US CONSULATE KARACHI, PAKISTAN**

### STATEMENT OF WORK

**For**

**REPLACEMENT OF CONSULAR SECTION CANOPY SCREEN (CLOTH)**

**AT**

**US Consulate Karachi**

***MARCH 2021***

**RFQ- PR9766481 - KHI-FM: Replacement Consular CAC Canopy Screen.**



## **GENERAL REQUIREMENTS**

The project is described as “**Replacement of Consular Section Canopy Screen**”. The Contractor shall furnish labor, tools, materials, transportation and equipment for this work. All work will be performed within in firm fixed-price contract.

### **BACKGROUND**

US Consulate Karachi required the services for Providing and Fixing of Consular Section Canopy Screen (Cloth)

### **SOLUTION**

Services of contractor will be hired for: Material and Services require for Providing and Fixing of Consular Section Canopy Cloth

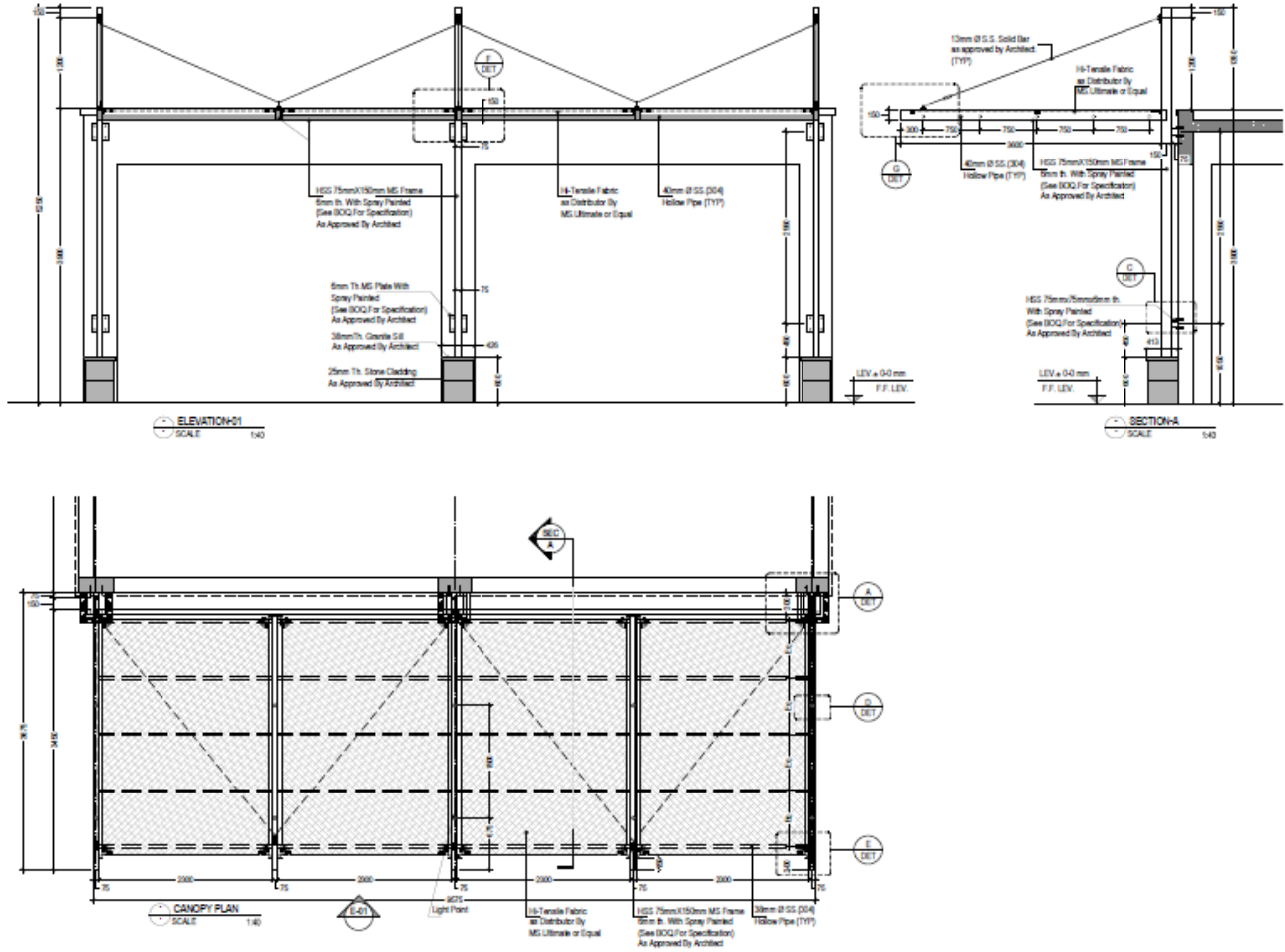
### **MATERIAL**

High Tensile Fabric with Attachments

**RFQ- PR9766481 - KHI-FM: Replacement Consular CAC Canopy Screen.**



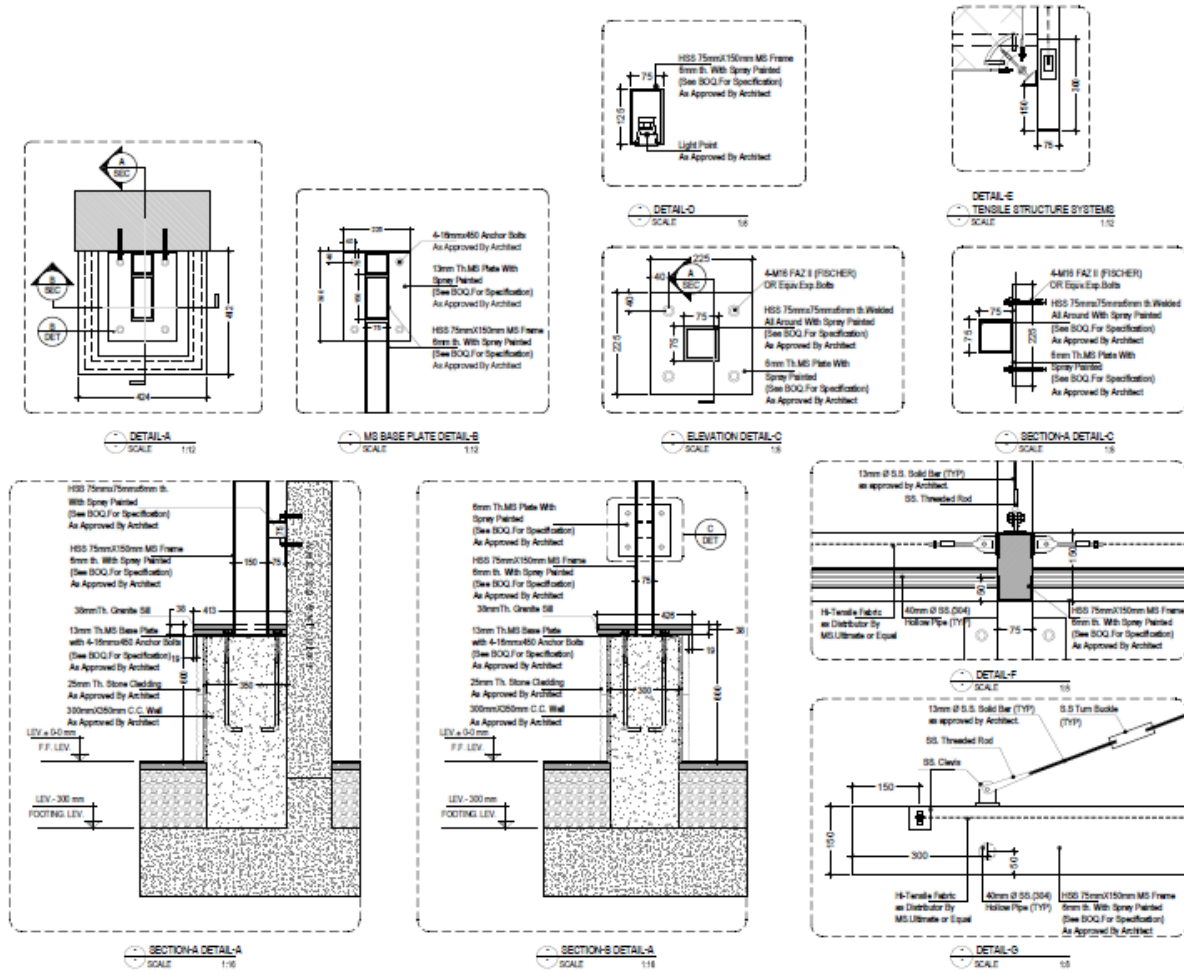
# GENERAL REQUIREMENTS



**RFQ- PR9766481 - KHI-FM: Replacement Consular CAC Canopy Screen.**



# GENERAL REQUIREMENTS



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U.S. CONSULATE GENERAL, KARACHI.

## GENERAL REQUIREMENTS



### GENERAL CONDITIONS

CO: Contracting Officer

COR: Contracting Officer's Representative

FM: Facility Manager

GSO: General Services Officer

RSO: Regional Security Officer

POSHO: Post Occupational Safety and Health Officer

APOSHO: Assistant Post Occupational Safety and Health Officer

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## GENERAL REQUIREMENTS

### 1. COR:

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

### 2. Fixed-Price Proposal:

The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work. Contractor will visit Site for measuring and verifying to complete this project prior to bid submission.

### 3. Services and Deliverables

Provide a comprehensive installation plan mentioning the details of personnel, equipment used and Job Hazard Analysis. The supervisor of the job must be experienced.

1. Removal of Existing torn-off cloth and related wall mounted accessories.
2. Providing and fixing of high tensile Fabric.
3. Contractor to check and verify all dimensions and levels beforehand.
4. All errors and commissions to be reported to the consulate representative prior to execution of works.
5. As indicated or described, the contractor shall finish all items required for the proper execution and completion of the work.
6. All work performed shall comply with the contract documents, drawings, specifications, and notes.
7. Any details systems, materials which are proposed to be changed, must first be reviewed and approved by the USC representative.
8. Submit samples of materials to the consulate representative for approval prior to use on site.

### 4. General:

1. All work is to comply with the US building regulations.
2. The contractor will rectify any damage to all areas on completion of the works.
3. The contractor shall supply all materials and labor in order to complete the works. The transportation or carriage charges must be bared by the contractor.
4. Shade of tiles will be selected by client.
5. All waste material to be taken from site and disposed of by the contractor.
6. Site is always to remain tidy and cleaned up on completion of works.

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## GENERAL REQUIREMENTS

7. All work to be carried out in a workmanship like manner.
8. All documentation regarding warranties, guarantees and instructional literature are to be handed over to GSO/FAC representative.
9. All care must always be taken to protect the furnishing within the property and drop sheets to be used when necessary.
10. All measurements, quantities are to be confirmed by the contractor on site.

**NOTE: Any damage caused by the contractor or his contractors is to be made good at the contractor's expense.**

### 5. Work Hours:

The contractor shall work 2 days Weekend between the hours of 10:00 Am and 6:00 PM.

- Designated labors must be at consulate compound at 1000hrs
- Must carry original NICs

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.

### 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.

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## GENERAL REQUIREMENTS

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 OR scaffolding 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 Contactor 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, ear-plugs, gloves, close-toes shoes 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.

### 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.

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## GENERAL REQUIREMENTS

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 netting installation, supports fabrication/ hooked up 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.

The Contractor shall supply everything necessary for the Execution and Completion of work. Site preparation and installation performance shall be in accordance with US Government agreement.

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.

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## GENERAL REQUIREMENTS

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. Site Preparation and Cleaning Up:

The contractor shall at all times keep the work area free from accumulations of waste materials. Before completion of work, the contractor shall remove the work and premises any rubbish, tools, ladders, equipment, and materials that are not the property of US government. Unsightly materials and debris including access sand, cement, garbage and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

### 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 US 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.

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.

### 11. 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.

### 12. General Submittals:

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

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## GENERAL REQUIREMENTS

### 13. Close-out:

NA

### 14. Notification to proceed:

The contractor shall start the work within 30 days of Notice to Proceed.

### 15. 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

### 16. 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.

### 17. 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 30 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.

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## GENERAL REQUIREMENTS

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.

### 18. Defects in Work:

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.

### 19. 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.

### 20. Work execution:

Coordinate all phases and aspects of the works carefully to achieve desired solution, 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.

Upon completion of the work, return all disturbed area to original conditions.

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## GENERAL REQUIREMENTS

### 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](mailto:KarachiFMCInvoices@state.gov) (for sending invoice-in PDF format)
- 2- Karachi, FMC Inquiries [KarachiFMCInquiries@state.gov](mailto: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 Area  
Mai Kolachi Road  
Karachi.

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## GENERAL REQUIREMENTS

### Contract Clauses:

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

[http://aoepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aoepd.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 **March 22, 2021 at 1400Hrs**, 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.

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 **PR9766481**, in all your correspondence regarding this request for price quotation

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