



U.S. CONSULATE GENERAL, KARACHI.

U.S. Consulate General
Karachi, Pakistan
Date: Dec 3rd, 2019

To: Offeror Page 1 of 4

Request Number: **PR8818976**
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: Azmat Khan Phone: 92-21-320 110 2218

RFQ- PR8818976 - KHI-FM: Plumbing Renovation of SDA Hotel Bathrooms.

The U.S. Consulate Karachi requires following services for its SDA Hotel Bathrooms and requests your participation in quoting for the said **item(s) and/or services as per SOW**. Please provide us cost, delivery charges and estimated delivery period of the following item and services to **U.S. Consulate General Plot number 3, 4, 5- New TPX Area, Mai Kolachi Road, Karachi.**

Overview

The project is described as **"Plumbing Renovation of SDA Hotel Bathrooms"**. The Contractor shall furnish tiles, showers stall and all necessary materials, masonry work, skilled labor, transportation, tools and all other accessories required. All work will be performed within firm fixed-price contract.

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U.S. CONSULATE GENERAL, KARACHI.



US CONSULATE KARACHI, PAKISTAN

STATEMENT OF WORK

For

SDA Hotel Bathroom Renovation

1.1. NOVEMBER, 2019

The project is described as “**Renovation of Hotel Bathroom**”. 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 renovate the 20 number of hotel bathroom as per attached bathroom layout at NCC compound.

SOLUTION

US Consul General Karachi requires service to renovate the USG properties with fixed price contract.

GENERAL CONDITIONS

CO: Contracting Officer

COR: Contracting Officer’s Representative

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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.

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 be measure and verify quantities needed to complete this project prior to bid submission.

3. Services and Deliverables

Provide the following services and deliverables:

- Direct the scope of the field investigation to validate existing conditions.
- Provide Construction Documents (shop drawings) for all work.
 - Provide for COR technical review and comment.
 - Address all COR comments from the prior submittal.
 - Provide Job Hazard Analysis

- 10 days after award, provide a work schedule to the COR for review and approval.
- Use masking tape and polythene covers to protect surrounding accessories and fittings in the bathroom before starting tile removal works.
- Use old drop cloth in the bathroom to protect the floor of washroom.
- Workers must use safety gloves and goggles, Safety Hat prior to start demolishing work of tiles.
- Use 16th of inch steel blade with high stiffness to tear off wall tiles. This steel blade should have nice chisel edge to get bite on underneath the tiles and start hammering on handle of blade to remove tiles.
- Must start removing tiles from edge of the walls.
- To dispose-off all the debris out of compound at reasonable place is contractor responsibility.
- Replace the cement board and sand the dry wall to make surface smooth and flat for tiling work.
- Use chalk line to draw surface line on wall and draw center line and horizontal line at bottom of wall and make sure that first row of tiles line won't be touching the floor.
- Apply tile adhesive with the help of notched trowel by keeping it at 45 degree angle and covering area of 3-4ft.
- Make grooves in the adhesive with the notched side of trowel and make sure that all groves are in the same direction.

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- Use reference line as guide to install tiles.
- With the help of leveler check the level of tiles during installation and place 2mm tile spacer in each tile to ensure even distance among tiles.
- Wipe extra adhesive from tiles after fixing of tiles with the help of sponge.
- Let tiles dry for 24-48 hours prior to start grouting.
- Remove all masking tapes near the tile fixing areas. Mix the grout as per manufacturer's instruction and remove the tiles spacers.
- Clean and wipe the tiles before starting grouting.
- The grout should be evenly covered and consistency of toothpaste.
- Pour some of the grout directly on the tiles and let it goes to the opening space with the help of rubber grout float. Apply the grout section by section covering the surface no bigger than 10sqft at a time. Keep the rubber float at 45degree angle.
- Don't apply grout at the joint of tile and any other material, because these gaps are working as expansion joints and will be cover with the sealer.
- As grout dries quickly therefore wipe out access as early as possible. With the help of rubber float remove the access grout over the tiles.
- Clean the tiles with the help of dampened sponge smoothing it diagonally. Rinse the sponge often using the as little water as possible so as not to dilute the grout. Remove the as milky residual from tile as much possible.
- After 24 hours when the grout is completely dry apply grout sealer to the joint. Wait for 30 minutes and apply second layer of sealer.
- After 3-4 days cock the expansion joints will the silicon sealer.
- Removal of existing bathtub and replace with standard size of shower floor base and shower stall.
- Replace all existing tiles with 1'x1' ceramic tiles. Facility manager will approve the tiles quality and color and at the time of purchase.
- Below materials will be provided by facilities:
 - Cement board.
 - Shower set and accessories.
- Contractor has to procure and provide materials including but not limited to:
 - Shower stall (similar to sample installed at CGR)
 - Shower base (similar to sample shown at CGR)
 - Tiles (1' x 1' ceramic or porcelain best quality)
 - Toilet (meet or exceed American Standard CADET TM ELONGATED TOILET 2898.012)
 - All the grouting materials and other fixing accessories.

4. 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 design criteria. In general, the more stringent criteria shall be applied, subject to COR approval.

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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.

5. Execution:

The Work shall be executed in a diligent and workmanlike manner in accordance with the negotiated fixed-price, this Scope of Work, 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.

6. Work Hours:

The contractor shall work 6 days a week between the hours of 8:00 AM and 5:00 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.

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, earplugs, gloves, close- steel toes boots 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.

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.

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.

10. Accommodations:

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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. Maintain supply of disposable paper cups at each dispenser at all times.

11. 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.

12. 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.

13. 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.

14. 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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15. Close-out:

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

16. 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.

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.

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.

17. 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.

18. 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.

19. 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.

20. Site Security:

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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.

21. 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 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

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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 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.

22. 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

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execute the works diligently and shall seek to complete all works at or before the agreed upon contract completion date.

23. 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.

24. 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.

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.

25. Estimated time of completion

4- Weeks

26. Attachments

Bathroom layout plan

Prices:

Firm Fixed Price.

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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. One original invoice in pdf format to the Financial Management Center to KarachiFMCIvoices@state.gov
2. One copy clearly marked "DUPLICATE Copy for Proc & Contracting." Krcproc@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 KarachiFMCIinquiries@state.gov. Contracting Officer takes no responsibility for payment and/or associated queries.

Contract Clauses:

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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)

Survey Due Date: A walk-through (site visit) will be conducted on **Dec 12th, 2019 at 11 am sharp**. Any interested party coming late won't be entertained so try to reach at least 15 min earlier.

For the site visit we will need your details for the access purpose (name, CNIC # and for vehicle access Reg#, make , model and color) and carrying of valid and original CNIC is must at the time of visit. You will be required to send these details atleast 24 hours prior the visit day.

Offer Due Date:

1. Please submit your quote on or before **Dec 16th, 2019** to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses:

KRCProc@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.
3. Please provide reference of our Request Number **PR8818976**, in all your correspondence regarding this request for price quotation

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