



U.S. CONSULATE GENERAL, KARACHI.

U.S. Consulate General
Karachi, Pakistan
Date: March 11, 2021

To: Offeror Page **1 of 20**

Request Number: **PR9757923**
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-PR9757923-19Pk4021Q-5005 KHI-FM: Monthly PM Service for RO Plant at Frere.

The U.S. Consulate Karachi requires following Services for **FM, Section** and requests your participation in quoting for the said Services/ Items. 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 17, 2021 at 11:00am at 1 Fatima Jinnah Road behind Frere Hall, Karachi.

Please e-mail name and CNIC at KRCProcurementContracting@state.gov before 1200hrs March 15, 2021. Interested offerors must provide full name of participant(s) (as written on CNIC), CNIC number.

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No	Description	Qty	Amount in PKR
1-	Local vendor services required for Monthly Preventative Maintenance (PM & Troubleshooting) for RO Plant according to the SOW, at Frere Compound.	12 Month	

Total Amount: _____

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GENERAL REQUIREMENTS



US CONSULATE KARACHI, PAKISTAN

STATEMENT OF WORK

For

PM Services of Reverse Osmosis at Frere Compound.

MARCH 2021

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GENERAL REQUIREMENTS

Services (without parts) are required to maintain RO Plant at Frere Compound, U.S. Consulate Karachi during preventive maintenance of RO Plant. This includes but not limited to provision, maintenance/repair of RO Plant including all its accessories if required during the shutdown. The Contractor shall furnish all necessary materials, labor, transportation, equipment, investigation, safety and supervision of the said project. All work will be performed within firm fixed-price contract.

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

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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 to complete the Project scope that includes every aspect of the work. The contractor will measure and verify quantities needed to complete this project in consultation with Facilities and provide details prior to submission of bid/quote.

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 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.

5. Work Hours:

Normal working hours at N.C.C. Karachi are 0800hrs to 1630hrs. The contractor shall ensure shift operators to take care of the generators for 24 hours operation during the project if required.

- Designated labor/operator must be at US Consulate compound at 0800hrs
 - Must carry original CNICs
 - Contractors to check-in for clearance at US Consulate Karachi at 0800hrs. Commence the 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

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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.

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 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

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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.

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.

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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.

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8. Accommodations:

Toilets: The contractor's staff can utilize U.S Consulate 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.

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.

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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 product data and life cycle of the generators.

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 get 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.

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:

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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.

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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.

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

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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.

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GENERAL REQUIREMENTS

2. SCOPE OF WORK

1. Site Organization:

- A. The contractor shall have at least one safety monitor / traffic flagman to ensure safe operation and to keep pedestrians out of the work area.
- B. 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. In all aspects of the work, fully comply with all applicable Safety standards/policies and procedures at N.C.C Karachi/ Frere Compound.
- C. The contractor will be responsible to bring all related tools/stuff including consumables and chemical testing kit etc.
- D. Contractor will provide Monthly Technical Service Visit through Service Engineer for Performance Review of the Reverse Osmosis Plant.
- E. Contractor's Service Engineer will check the abnormalities in the RO Plant and suggest the remedial actions.
- F. Contractor will provide RO Plant Troubleshooting and back up services (without parts).
- G. Contractor will provide Emergency Visit (not more than 4 per month) through Service Engineer in case of any emergency.
- H. Vendor/Contractor will provide 3 chemical cleaning per year (without material).

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- I. Vendor will provide Sanitization of pre-treatment on bi-annually basis.
- J. Contractor's Service Engineer will collect the Raw Water Sample & Permeate Water Sample for Onsite Testing.
- K. Contractor's Service Engineer will check the pH & TDS of the Raw Water.
- L. Vendor's Service Engineer will check the pH, TDS, Hardness and Chloride of the Permeate Water.
- M. Vendor will provide onsite testing results of Raw & Permeate Water on monthly basis and submit the report to US Consulate.
- N. Vendor will submit 3rd party Raw Water Culture Test from Agha Khan Laboratory on monthly basis.
- O. Vendor will provide detailed 3rd Party Raw Water Testing on Quarterly basis for,
- BOD
 - COD
 - CULTURE TEST
 - PH TEST
 - TOTAL HARDNESS
 - SODIUM
 - POTASSIUM
 - TSS
 - TDS

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GENERAL REQUIREMENTS

- CALCIUM
- CHLORIDE
- SULPHATE

- FLOURIDE
- BARIUM
- IRON
- MAGNESIUM
- CARBONATE
- BICARBONATE
- STRONTIUM
- NITRATE

P. Monthly, Quarterly, Troubleshooting, water analysis & Performance report will be shared by the vendor.

Q. Upon completion of the work, return all disturbed / effected area including landscape to original conditions.

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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 Area
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://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 31, 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 **PR9757923**, in all your correspondence regarding this request for price quotation

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