

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 17, 24, &amp; 30</i>				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE August 8, 2022	
<b>7. FOR SOLICITATION INFORMATION CALL:</b>		a. NAME Tumisang Sekokonyane	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME August 18, 2022 – 10:00 AM	
9. ISSUED BY  American Embassy Gaborone P O Box 90 Gaborone, Botswana	CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: ___ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING		
15. DELIVER TO American Embassy Gaborone P O Box 90 Gaborone, Botswana		16. ADMINISTERED BY	CODE		
17a. CONTRACTOR/OFFERER	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY  American Embassy Gaborone Budget and Fiscal Office (B&F) P O Box 90 Gaborone, Botswana  <a href="mailto:GABinvoicemail@state.gov">GABinvoicemail@state.gov</a>		
TELEPHONE NO.		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
	Mandatory Retirement Survey  <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>				
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA <i>(SIGNATURE OF CONTRACTING OFFICER)</i>		
30b. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>		31c. DATE SIGNED

Date: August 8, 2022

To: Prospective Quoters

Subject: Request for Quotations

The US Embassy in Gaborone has a requirement for qualified consultants to conduct a Mandatory Retirement Survey with selected vendors using the provided questionnaire.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Please download the scope of work from the embassy website at <https://bw.usembassy.gov/news-events/>

Direct any questions regarding this request for quotations to the Embassy Contracting Office telephone #: (373-2356) Fax: 395-3951 or email: [Gaboronegsoprocurement@state.gov](mailto:Gaboronegsoprocurement@state.gov) during regular business hours.

**For a quotation to be considered, you must also submit the following:**

- Completed Cover Page Section “SF-1449”
- Detailed Past Performance in the areas of employees’ surveys

Your quotation must be emailed, or hand delivered to the US Embassy in Gaborone on or before Thursday August 18, 2022, by 10:00 AM marked as follows: **(No proposal will be accepted after this time and date.)**

**Att. GSO-Procurement  
Mandatory Retirement Survey - Proposal  
Government Enclave, Embassy Drive  
Gaborone, Botswana**

Sincerely,

Leonard Thebe  
Contracting Officer

Enclosure

***The survey questions to be used and the detailed statement of work.***

Statement of work:

The USA Embassy in Gaborone has a requirement to engage a consultant contractor or vendor to complete a Mandatory Retirement Survey. The survey with questions to ask is attached, the list of comparator employers will be provided the lowest price technical acceptable offer.

The vendor will be required to conduct a retirement age survey from a list of local employers. This survey will serve as a guidance to establish Embassy's retirement rules that are in line with the local employment retirement set guidelines. The Embassy's current retirement plan is undergoing a transition and new guidelines must be established to complement the new retirement plan.

The winning contractor or vendor will use the provided questionnaire to get the information that will help the Embassy Management to make a constructive decision that will be in line with current mandatory retirement practices. Direct contact or general research can both be used. The Embassy would like the task to be completed at a reasonable shortest time possible. This project is anticipated to take not more than two weeks after the funded purchase order award.

**Embassy of the United States of America**



**MANDATORY RETIREMENT  
SURVEY**

**Company name:**  
**Name/Title of Person completing the survey:**  
**Contact number:**  
**Date:**

**Thank you for agreeing to participate in our benefit survey. We would also appreciate copies of any relevant policies or programs for the benefits referenced below if you are able to share these with us. Please note that all information will be strictly confidential.**

**1. Do you participate in the Local Social Security System (LSSS)? Yes No**

**2. Do you have a mandatory retirement age for locally hired employees? Yes No**

**If yes, what is the mandatory age? \_\_\_\_\_**

**3. Does it differ for men/women? Yes No**

**If yes: Men: \_\_\_\_\_**

**Women: \_\_\_\_\_**

**4. If you have a mandatory retirement age, what is the mandatory retirement age(s) and are there any other requirements that must be met before an employee can be mandatorily retired (e.g., 5 years of contributions to local social security)?**

---

---

---

---

---

**5. Upon mandatory retirement, what benefits are payable to the employee?**

**(Retirement (LSSS or employer-sponsored plan, severance, other end of service benefits)**

---

---

---

---

---

**6. How is your mandatory retirement plan documented (e.g., does it need to be included in the employment contractor can it just be included in the employer's policies)?**

---

---

---

---

---

**7. May the retirement age be extended under certain circumstances? Yes No**

**8. How long may mandatory retirement be extended? \_\_\_\_\_**

**9. Under what circumstances may the retirement age be extended?**

---

---

---

---

**10. How is the extension documented to ensure that it does not set a precedent for other employees?**

---

---

---

---

**11. Does an extension affect any host country benefits, such as benefits under LSSS or post's retirement plan (if they have one) or other end of service benefits? Yes No**

**If yes, please explain:**

---

---

---

---