SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 17, 24, & 30

<table>
<thead>
<tr>
<th>1. REQUISITION NUMBER</th>
<th>2. CONTRACT NO.</th>
<th>3. AWARD/EFFECTIVE DATE</th>
<th>4. ORDER NUMBER</th>
<th>5. SOLICITATION NUMBER</th>
<th>6. SOLICITATION ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td>August 8, 2022</td>
</tr>
</tbody>
</table>

7. FOR SOLICITATION INFORMATION CALL:

<table>
<thead>
<tr>
<th>a. NAME</th>
<th>b. TELEPHONE NUMBER (No collect calls)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tumisang Sekokonyane</td>
<td></td>
</tr>
</tbody>
</table>

8. OFFER DUE DATE/LOCAL TIME

| August 8, 2022 – 10:00 AM |

9. ISSUED BY

American Embassy Gaborone
P O Box 90
Gaborone, Botswana

10. THIS ACQUISITION IS

☐ UNRESTRICTED OR ☐ SET ASIDE: _____% FOR:

☐ SMALL BUSINESS
☐ WOMEN-OWNED SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
☐ SEDWOSB
☐ 8 (A) SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION

☐ RFQ ☐ IFB ☐ RFP

15. DELIVER TO

American Embassy Gaborone
P O Box 90
Gaborone, Botswana

16. ADMINISTERED BY

American Embassy Gaborone
Budget and Fiscal Office (B&F)
P O Box 90
Gaborone, Botswana

GABinvoicemail@state.gov

17a. CONTRACTOR/OFFERER CODE

18a. PAYMENT WILL BE MADE BY

American Embassy Gaborone
Budget and Fiscal Office (B&F)
P O Box 90
Gaborone, Botswana

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.

20. SCHEDULE OF SUPPLIES/SERVICES

Mandatory Retirement Survey

(Use Reverse and/or Attach Additional Sheets as Necessary)

21. QUANTITY

22. UNIT

23. UNIT PRICE

24. AMOUNT

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ☐ ARE ☐ ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ☐ ARE ☐ ARE NOT ATTACHED

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.

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

30b. NAME AND TITLE OF SIGNER (Type or print)

30c. DATE SIGNED

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

31b. NAME OF CONTRACTING OFFICER (Type or print)

31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION (REV. 02/2012)
PREVIOUS EDITION IS NOT USABLE
CFR 53.212

STANDARD FORM 1449

Computer Generated
Prescribed by GSA - FAR (48)
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 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.
MANDATORY RETIREMENT SURVEY
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:  
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________