**SOLICITATION, OFFER, AND AWARD**

(Construction, Alteration, or Repair)

<table>
<thead>
<tr>
<th>1. SOLICITATION NO.</th>
<th>2. TYPE OF SOLICITATION</th>
<th>3. DATE ISSUED</th>
<th>PAGE OF PAGES</th>
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<tr>
<td>19BC4020R0002</td>
<td>☑ SEALED BID (IFB)</td>
<td></td>
<td>1 of 41</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT** - The “offer” section on the reverse must be fully completed by offeror.

<table>
<thead>
<tr>
<th>4. CONTRACT NO.</th>
<th>5. REQUISITION/PURCHASE REQUEST NO.</th>
<th>6. PROJECT NAME:</th>
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<tbody>
<tr>
<td></td>
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<td>Renovation Works PR9043250</td>
</tr>
<tr>
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<tr>
<th>7. ISSUED BY CODE</th>
<th>8. ADDRESS OFFER TO</th>
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<tr>
<td>USA Embassy Gaborone</td>
<td>Att. GSO-Procurement</td>
</tr>
<tr>
<td>P O Box 90</td>
<td>Renovation Works PR9043250</td>
</tr>
<tr>
<td>Gaborone, Botswana</td>
<td>Government Enclave, Embassy Drive</td>
</tr>
<tr>
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<td>Gaborone, Botswana</td>
</tr>
<tr>
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</table>

<table>
<thead>
<tr>
<th>9. FOR INFORMATION CALL:</th>
<th>A. NAME</th>
<th>B. TELEPHONE NO. (Include area code) &amp; Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leonard Thebe</td>
<td>+267-373-2356 – Email: <a href="mailto:gaboronegsoprocurement@state.gov">gaboronegsoprocurement@state.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SOLICITATION**

NOTE: In sealed bid solicitations “offer” and “offeror” mean “bid” and “bidder.”

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date):

The Embassy of the United States of America, in Gaborone, Botswana is soliciting services of labor; materials and fully comprehensive work to perform **Renovation Works PR9043250**.

A site visit is scheduled for **Thursday, March 5th, 2020 at 09:00**. All interested vendors are invited to submit full names of company representatives and their ID numbers limited to not more than two people per company plus company details and contacting number/s to gaboronegsoprocurement@state.gov. The names should be provided well in advance and any names received after Tuesday March 3,2020 at 12:00 noon, will not be accepted. **MORE DETAILS ON SECTION J OF THIS SOLICITATION**

11. The Contractor shall begin performance within 15 calendar days and complete it within 8 weeks after receiving notice to proceed. **This performance period is mandatory.**

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? (If “YES,” indicate within how many calendar days after award in Item 12B.)

12B. CALENDAR DAYS

13. ADDITIONAL SOLICITATION REQUIREMENTS:

XA. Sealed offers in original to perform the work required are due at the place specified in Item 8 by 10:00 (hour) local time, March 13, 2020 *date*). If this is a sealed bid solicitation, offers must be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror’s name and address, the solicitation number, and the date and time offers are due.

XB. An offer guarantee is required.

XC. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.

D. Offers providing less than _____ calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.
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SF-1442 COVER SHEET
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B. SCOPE OF WORK
C. PACKAGING AND MARKING
D. INSPECTION AND ACCEPTANCE
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G. SPECIAL REQUIREMENTS
H. CLAUSES
I. LIST OF ATTACHMENTS
J. QUOTATION INFORMATION
K. EVALUATION CRITERIA
L. REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS

ATTACHMENTS:
   Attachment 1: Sample Letter of Bank Guaranty
   Attachment 2: Breakdown of Price by Divisions of Specifications
REQUEST FOR QUOTATIONS - CONSTRUCTION

A. PRICE – SECTION A

The Contractor shall complete all work, including furnishing all labor, material, equipment and services required under this purchase order for the following firm fixed price and within the time specified. This price shall include all labor, materials, all insurances, overhead and profit.

<table>
<thead>
<tr>
<th>Total Price (including all labor, materials, overhead and profit)</th>
<th>BWP</th>
</tr>
</thead>
</table>

a.1 VALUE ADDED TAX (VAT). The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

B. SCOPE OF WORK-SECTION B

The Embassy of the United States of America, in Gaborone, Botswana is soliciting services of labor; materials and fully comprehensive work to perform Renovation Works PR9043250 in Gaborone.

The character and scope of the work are set forth in the contract. The Contractor shall furnish and install all materials required by this contract.

In case of differences between small and large-scale drawings, the latter will govern. Where a portion of the work is drawn in detail and the remainder of the work is indicated in outline, the parts drawn in detail shall apply also to all other portions of the work.

1. GENERAL - Labor and Material Requirements to Perform the Project

- The contractor shall provide all materials necessary for the fully comprehensive work, unless otherwise specified.
- The contractor shall be responsible for removal and replacement of any and all barriers, obstructions and/or interferences in order to complete installations and finishes. This includes but is not limited to cabinets, fixtures, burglar bars, appliances, architectural features, electrical fixtures and lighting, tracks hinges, rollers etc. Contractor shall be responsible for the covering, shielding, and protection of all adjacent surfaces and materials which are not within the scope of work. All adjacent surfaces and finishes not included in the scope of work shall be returned to original or restored to like new condition. Any and all damage caused by the contractor shall be repaired/replaced at the contractor’s expense and to the satisfaction of the COR.
- The contractor is responsible for the removal and legal disposal of all demolition debris and waste materials produced during demolition, construction and commissioning of the project. At no time shall debris be allowed to accumulate on the ground, in piles or...
otherwise uncontained. Contractor shall provide a skip on site to be emptied at regular intervals no less than weekly.

- The provision of skilled labor means Certified/trained laborers with at least three years’ experience in their field, equipped with all hand/electrical tools, etc. necessary to carry out their work efficiently and safely.

- The contractor shall furnish the following documentation at time of bid.
  - Price breakdown of work according to SOW including any subsequent addenda.
  - Bill of quantities (BOQ) of all proposed materials, labor, services and items to be installed and unit price for each including general location of installation.
  - Timeline for work – **Project to be completed within 12 weeks of award date.**
  - Certifications of skill sets for all foremen/supervisors
  - Contact information for on-site supervisor
  - Copy of insurance policy for civil liability
  - 3 references of previous work (Pictures and contact info)

The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed “Unacceptable”.

**Ceiling Work (Carpentry)**

1. Remove all existing ceiling boards in main house and garage.
2. Assess and replace as needed, all roof support structure with similar size rafters.
3. Repair any evident roof leaks using approved materials
4. Remove old battens and replace with 38x50mm wooden battens at 300mm centers.
5. Replace ceiling boards with 9mm thick gypsum board complete with black 4x35mm countersunk drywall screws, minimize butt joints. Where impracticable to avoid joints, use 50mm fibre joint tape to all butt joints.
6. Cover joints and screw heads with rhino-glide to avoid hairline cracks on joints.
7. Apply rhino-lite to all ceiling boards upto a maximum of 3mm thickness, metal trowel finish in preparation for paintwork
8. Replace existing cornice molding.
9. Provide minimum 3 pre-formed aluminum hinged trap doors finished with white chromadek to match ceiling. Frame fixing to be concealed screws
10. Provide upstand boards around the trap doors 250mm high into ceiling void to prevent insulation leakage, seal edges with silicon sealant
11. Replace damaged wooden main entrance door including jams, frame and hinges with residential grade aluminum/steel panel door. Allow for fixed side panel to close entire door opening. Infill to be insulated double layer solid non-vision material with peephole. Locking system to be inbuilt multi-deadbolt thumb lock or better. Paint finish to be white powder-coat.
12. Replace rolled fiberglass insulation into ceiling void at 100mm depth
13. All ceilings in bathrooms, toilets, kitchen, eave soffit and external verandas to be 6mm NUTEC board fixed with screws before rhino-lite
14. Remove UV damaged putty on window frames and replace with new, paint finish to match existing
15. Reline the gutter in front of the house with approved UV resistant waterproofing compound. To be applied in the base and walls of the entire gutter system. Overlap waterproofing compound around the gutter joints

**Electrical Work**

1. Remove and replace with new, all internal ceiling & wall mounted light fixtures with those by Radiant or similar. Bulb holders to be screw type provided with LED warm white bulbs by Osram, Philips or similar. Submit for approval before purchase.
2. Remove and replace with new, all external wall mounted bulk-head fixtures with external lights by Radiant or similar. Bulb holders to be screw type provided with LED cool white bulbs by Osram, Philips or similar. Submit for approval before purchase.
3. Chase walls and recess all surface mounted cables, receptacles and switches throughout the house
4. Modify DB as necessary to rectify any unsafe or untidy electrical installations throughout the house.
5. Replace external DB with appropriate weatherproof box, surface type.
6. Replace bathroom radiant heater lamps in bathrooms with new by Radiant or similar. Master bathroom 4 bulbs and other two bathrooms 2bulbs.

**HVAC**

1. Replace cassette type AC units in living room with same capacity by LG, Carrier, Samsung or similar. Submit for approval before purchase.
2. Service all AC units in the house, witness test (with COR) under heating and cooling modes. Repair if necessary.
5. Provide French-drains (to avoid ponding on apron) for all AC’s where not currently installed – 300x300x400mm depth filled with 19mm concrete stones provided with brick boarder.

**Bathroom Work (All bathrooms including powder room)**

1. Remove existing floor and wall tiling in all bathrooms and replace with new tile (complete with skirting and edging)
2. Replace all sanitary fixtures (CTM or similar) including mixers, shower heads, wash hand basins (WHB), toilet pans and bath-tubs, shower rods, towel hangers, toilet paper holders, soap dishes including all required plumbing supply lines, drain lines, traps and all required fittings, accessories, and grouting and sealing.
3. Replace all existing vanities with wooden base vanities on stainless steel legs as approved by COR. Vanity tops to be granite finish complete with splash back as in CTM or similar.
4. Supply and install above sinks wall mounted medicine cabinets. Cabinets must contain horizontal oriented light bar above mirror.
5. Supply and install ceiling mounted ducted ventilation fans as in HVAC above.
6. Supply and install 4 & 2 bulb ventilated heat lamp fixtures in all bathrooms except powder room (see Electrical above for more details)
7. Chase walls and recess all GFCI outlets in bathrooms. Supply steel bases and PVC conduiting, use existing GFCI tops.
8. Re-arrange master bathroom sanitary fixtures to utilize space efficiently.

**Painting Work**

1. Paint all new ceilings with PVA Polvin white
2. Paint all interior walls with Grecian white double velvet *(vell33)*
3. Paint all exterior walls with Micapex or Weather gard (color TBD)
4. Scrape and clear all old paint from windowpanes, door & window handles, door hinges, window stays & windowsills.
5. Repaint all window frames and burglar bars as existing – gloss white
6. Repaint all doors and door frames as existing – velvaglo white
7. Paint existing gutters to (TBD), apply appropriate under coat
8. Paint fascia boards to (Color TBD)
9. Sand, stain and varnish garage door to match existing.
10. Scrape, prep and paint perimeter wall to match existing brick sections.

**Doors**

1. Replace all door locks with single cylinder thumb turn locks.
2. Remove and replace front main entry door with aluminum clad door and frame including all hardware such as locks, knobs, hinges and accessories.
3. Remove supply and replace sliding door sets located in dining and TV rooms. To include removal of existing doors, preparation of opening to receive new doors, frames, tracks, hardware, locks, handles, mosquito screens and all required accessories. Bottom railing to be coordinated with floor tilework.

Alternate Scope of Works

NOTE; The following scopes of work shall be offered as separate alternate items not within the base scope of work. US Embassy retains the right to award all, part or none of the alternate scopes of work as part of the contract award.

Tile Work

1) Remove supply and replace all floor tile throughout the house (kitchen excluded) and replace with tile of similar size and configuration.
2) Remove and replace all thresholds, transition strips, weather strips, door stops, base boards and all required floor installation accessories.

Kitchen Work (Design Build)

1) Design and propose kitchen layout and format. Add cabinets to east & northern wall of kitchen to maximize storage space
2) Remove all existing kitchen carcasses & doors to base and wall cabinets and replace with newly designed and approved units.
3) Remove, supply and replace all ceiling and floor tiles with approved 1000x300mm floor tiles and 600x300mm wall tiles (as approved).
4) Remove, supply, and install all countertops. (Granite: color and pattern TBD)
5) Remove supply, and install all light fixtures, switches and receptacles (recessed GFCI) according to proposed design.
6) Remove, supply and replace all sinks, mixers, supply lines, drain lines and all fittings and accessories as required for installation.

C. PACKAGING AND MARKING-SECTION C

Mark materials delivered to the site as follows if there be any need for materials to be packaged and marked for this project especial if coming from outside the country.

Renovation materials for PR9043250 in Gaborone.
D. **INSPECTION AND ACCEPTANCE-SECTION D**

The COR, or his/her authorized representatives, will inspect from time to time the services being performed and the supplies furnished to determine whether work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such inspection.

D.1 **SUBSTANTIAL COMPLETION**

(a) "Substantial Completion" means the stage in the progress of the work as determined and certified by the Contracting Officer in writing to the Contractor, on which the work (or a portion designated by the Government) is sufficiently complete and satisfactory. Substantial completion means that the property may be occupied or used for the purpose for which it is intended, and only minor items such as touch-up, adjustments, and minor replacements or installations remain to be completed or corrected which:

(1) do not interfere with the intended occupancy or utilization of the work, and
(2) can be completed or corrected within the time period required for final completion.

(b) The "date of substantial completion" means the date determined by the Contracting Officer or authorized Government representative as of which substantial completion of the work has been achieved.

Use and Possession upon Substantial Completion - The Government shall have the right to take possession of and use the work upon substantial completion. Upon notice by the Contractor that the work is substantially complete (a Request for Substantial Completion) and an inspection by the Contracting Officer or an authorized Government representative (including any required tests), the Contracting Officer shall furnish the Contractor a Certificate of Substantial Completion. The certificate will be accompanied by a Schedule of Defects listing items of work remaining to be performed, completed or corrected before final completion and acceptance. Failure of the Contracting Officer to list any item of work shall not relieve the Contractor of responsibility for complying with the terms of the contract. The Government's possession or use upon substantial completion shall not be deemed an acceptance of any work under the contract.

D.2 **FINAL COMPLETION AND ACCEPTANCE**

D.2.1 "Final completion and acceptance" means the stage in the progress of the work as determined by the Contracting Officer and confirmed in writing to the Contractor, at which all work required under the contract has been completed in a satisfactory manner, subject to the discovery of defects after final completion, and except for items specifically excluded in the notice of final acceptance.
D.2.2 The "date of final completion and acceptance" means the date determined by the Contracting Officer when final completion of the work has been achieved, as indicated by written notice to the Contractor.

D.2.3 FINAL INSPECTION AND TESTS. The Contractor shall give the Contracting Officer at least five (5) days advance written notice of the date when the work will be fully completed and ready for final inspection and tests. Final inspection and tests will be started not later than the date specified in the notice unless the Contracting Officer determines that the work is not ready for final inspection and so informs the Contractor.

D.2.4 FINAL ACCEPTANCE. If the Contracting Officer is satisfied that the work under the contract is complete (with the exception of continuing obligations), the Contracting Officer shall issue to the Contractor a notice of final acceptance and make final payment upon:

- Satisfactory completion of all required tests,
- A final inspection that all items by the Contracting Officer listed in the Schedule of Defects have been completed or corrected and that the work is finally complete (subject to the discovery of defects after final completion), and
- Submittal by the Contractor of all documents and other items required upon completion of the work, including a final request for payment (Request for Final Acceptance).

E. DELIVERIES OR PERFORMANCE-SECTION E

52.211-10 COMMENCEMENT, EXECUTION, AND COMPLETION OF WORK
(APR 1984)

The Contractor shall be required to:
(a) commence work under this contract within 15 calendar days after the date the Contractor receives the notice to proceed (NTP),
(b) prosecute the work diligently, and,
(c) complete the entire work ready for use not later than 8 weeks after notice to proceed (NTP).

The time stated for completion shall include completion of punch list items and final cleanup of the premises.

52.211-12 LIQUIDATED DAMAGES - CONSTRUCTION (SEPT 2000)

(a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay liquidated damages to the Government in the amount of **BWP2,500.00** for each calendar day of delay until the work is completed or accepted.

(b) If the Government terminates the Contractor’s right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Default clause.
CONTRACTOR'S SUBMISSION OF CONSTRUCTION SCHEDULES

(a) The time for submission of the schedules referenced in FAR 52.236-15, "Schedules for Construction Contracts", paragraph (a), is hereby modified to reflect the due date for submission as "ten (10) calendar days after receipt of an executed contract".

(b) These schedules shall include the time by which shop drawings, product data, samples and other submittals required by the contract will be submitted for approval.

(c) The Contractor shall revise such schedules (1) to account for the actual progress of the work, (2) to reflect approved adjustments in the performance schedule, and (3) as required by the Contracting Officer to achieve coordination with work by the Government and any separate contractors used by the Government. The Contractor shall submit a schedule, which sequences work so as to minimize disruption at the job site.

(d) All deliverables shall be in the English language and any system of dimensions (English or metric) shown shall be consistent with that used in the contract. No extension of time shall be allowed due to delay by the Government in approving such deliverables if the Contractor has failed to act promptly and responsively in submitting its deliverables. The Contractor shall identify each deliverable as required by the contract.

(e) Acceptance of Schedule: When the Government has accepted any time schedule; it shall be binding upon the Contractor. The completion date is fixed and may be extended only by a written contract modification signed by the Contracting Officer. Acceptance or approval of any schedule or revision thereof by the Government shall not:

   (1) Extend the completion date or obligate the Government to do so,
   (2) Constitute acceptance or approval of any delay, or
   (3) Excuse the Contractor from or relieve the Contractor of its obligation to maintain the progress of the work and achieve final completion by the established completion date.

NOTICE OF DELAY

If the Contractor receives a notice of any change in the work, or if any other conditions arise which are likely to cause or are actually causing delays which the Contractor believes may result in late completion of the project, the Contractor shall notify the Contracting Officer. The Contractor’s notice shall state the effect, if any, of such change or other conditions upon the approved schedule, and shall state in what respects, if any, the relevant schedule or the completion date should be revised. The Contractor shall give such notice promptly, not more than ten (10) days after the first event giving rise to the delay or prospective delay. Only the Contracting Officer may make revisions to the approved time schedule.
NOTICE TO PROCEED

(a) After receiving and accepting any bonds or evidence of insurance, the Contracting Officer will provide the Contractor a Notice to Proceed. The Contractor must then prosecute the work, commencing and completing performance not later than the time period established in the contract.

(b) It is possible that the Contracting Officer may elect to issue the Notice to Proceed before receipt and acceptance of any bonds or evidence of insurance. Issuance of a Notice to Proceed by the Government before receipt of the required bonds or insurance certificates or policies shall not be a waiver of the requirement to furnish these documents.

WORKING HOURS

All work shall be performed during working hours Monday through Thursday from 7:30 to 5:00 PM and Fridays from 7:30 to 1:30 P. Other hours, if requested by the Contractor, may be approved by the Contracting Officer's Representative (COR). The Contractor shall give 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours, initiated by the Contractor, will not be a cause for a price increase.

PRECONSTRUCTION CONFERENCE

A preconstruction conference will be held 10 days after contract award at the Embassy Chancery, Plot 8847/8/9 Government Enclave, Embassy Drive, to discuss the schedule, submittals, notice to proceed, mobilization and other important issues that affect construction progress. See FAR 52.236-26, Preconstruction Conference.

<p>| DELIVERABLES - The following items shall be delivered under this contract: |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Deliver Date</th>
<th>Deliver To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section G. Securities/Insurance</td>
<td>1</td>
<td>10 days after award</td>
<td>CO</td>
</tr>
<tr>
<td>Section E. Construction Schedule</td>
<td>1</td>
<td>10 days after award</td>
<td>COR</td>
</tr>
<tr>
<td>Section E. Preconstruction Conference</td>
<td>1</td>
<td>10 days after award</td>
<td>COR</td>
</tr>
<tr>
<td>Section G. Personnel Biographies</td>
<td>1</td>
<td>10 days after award</td>
<td>COR</td>
</tr>
<tr>
<td>Section F. Payment Request</td>
<td>1</td>
<td>Last calendar day of each month</td>
<td>COR</td>
</tr>
<tr>
<td>Section D. Request for Substantial Completion</td>
<td>1</td>
<td>15 days before inspection</td>
<td>COR</td>
</tr>
<tr>
<td>Section D. Request for Final Acceptance</td>
<td>1</td>
<td>5 days before inspection</td>
<td>COR</td>
</tr>
</tbody>
</table>
F. ADMINISTRATIVE DATA-SECTION F

652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer’s Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is the Embassy Facilities Engineer.

Payment: The Contractor's attention is directed to Section H, 52.232-5, "Payments Under Fixed-Price Construction Contracts". The following elaborates on the information contained in that clause.

Requests for payment, may be made no more frequently than monthly. Payment requests shall cover the value of labor and materials completed and in place, including a prorated portion of overhead and profit.

After receipt of the Contractor's request for payment, and on the basis of an inspection of the work, the Contracting Officer shall make a determination as to the amount, which is then due. If the Contracting Officer does not approve payment of the full amount applied for, less the retainage allowed by in 52.232-5, the Contracting Officer shall advise the Contractor as to the reasons.

Under the authority of 52.232-27(a), the 14-day period identified in FAR 52.232-27(a)(1)(i)(A) is hereby changed to 30 days.

Embassy FMC
P O Box 90
Gaborone, Botswana
Email: GAB-InvoiceMail@state.gov

The Contractor shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.
G. **SPECIAL REQUIREMENTS – SECTION G**

G.1.0 **PERFORMANCE/PAYMENT PROTECTION** - The Contractor shall furnish some form of payment protection as described in 52.228-13 in the amount of 50% of the contract price through a bond letter or a bank guarantee letter.

G.1.1 The Contractor shall provide the information required by the paragraph above within ten (10) calendar days after award. Failure to timely submit the required security may result in rescinding or termination of the contract by the Government. If the contract is terminated, the Contractor will be liable for those costs as described in FAR 52.249-10, Default (Fixed-Price Construction), which is included in this purchase order.

G.1.2 The bonds or alternate performance security shall guarantee the Contractor's execution and completion of the work within the contract time. This security shall also guarantee the correction of any defects after completion, the payment of all wages and other amounts payable by the Contractor under its subcontracts or for labor and materials, and the satisfaction or removal of any liens or encumbrances placed on the work.

G.1.3 The required securities shall remain in effect in the full amount required until final acceptance of the project by the Government. Upon final acceptance, the penal sum of the performance security shall be reduced to 10% of the contract price. The security shall remain in effect for one year after the date of final completion and acceptance, and the Contractor shall pay any premium required for the entire period of coverage.

G.2.0 **INSURANCE** - The Contractor is required by FAR 52.228-5, "Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Contractor shall at its own expense provide and maintain during the entire performance period the following insurance amounts:

G.2.1 **GENERAL LIABILITY** (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury):

<table>
<thead>
<tr>
<th>(1) BODILY INJURY, ON OR OFF THE SITE, IN U.S. DOLLARS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Occurrence</td>
<td><strong>USD2,500.00</strong></td>
</tr>
<tr>
<td>Cumulative</td>
<td><strong>USD10,000.00</strong></td>
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<table>
<thead>
<tr>
<th>(2) PROPERTY DAMAGE, ON OR OFF THE SITE, IN U.S. DOLLARS</th>
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</thead>
<tbody>
<tr>
<td>Per Occurrence</td>
<td><strong>USD500.00</strong></td>
</tr>
<tr>
<td>Cumulative</td>
<td><strong>USD1,000.00</strong></td>
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</tbody>
</table>
G.2.2 The foregoing types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

G.2.3 The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

G.2.4 The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

G.2.5 The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State", as an additional insured with respect to operations performed under this contract.

G.3.0 DOCUMENT DESCRIPTIONS

G.3.1 SUPPLEMENTAL DOCUMENTS: The Contracting Officer shall furnish from time to time such detailed drawings and other information as is considered necessary, in the opinion of the Contracting Officer, to interpret, clarify, supplement, or correct inconsistencies, errors or omissions in the Contract documents, or to describe minor changes in the work not involving an increase in the contract price or extension of the contract time. The Contractor shall comply with the requirements of the supplemental documents, and unless prompt objection is made by the Contractor within 20 days, their issuance shall not provide for any claim for an increase in the Contract price or an extension of contract time.

G.3.1.1 RECORD DOCUMENTS. The Contractor shall maintain at the project site:

1. a current marked set of Contract drawings and specifications indicating all interpretations and clarification, contract modifications, change orders, or any other departure from the contract requirements approved by the Contracting Officer; and,
2. a complete set of record shop drawings, product data, samples and other submittals as approved by the Contracting Officer.

G.3.1.2 "As-Built" Documents: After final completion of the work, but before final acceptance thereof, the Contractor shall provide:
(1) a complete set of "as-built" drawings, based upon the record set of drawings, marked to show the details of construction as actually accomplished; and,

(2) record shop drawings and other submittals, in the number and form as required by the specifications.

G.4.0 **LAWS AND REGULATIONS** - The Contractor shall, without additional expense to the Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work, including those of the host country, and with the lawful orders of any governmental authority having jurisdiction. Host country authorities may not enter the construction site without the permission of the Contracting Officer. Unless otherwise directed by the Contracting Officer, the Contractor shall comply with the more stringent of the requirements of such laws, regulations and orders and of the contract. In the event of a conflict between the contract and such laws, regulations and orders, the Contractor shall promptly advise the Contracting Officer of the conflict and of the Contractor's proposed course of action for resolution by the Contracting Officer.

G.4.1 The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, to the extent that such compliance is not inconsistent with the requirements of this contract.

G.4.2 The Contractor shall give written assurance to the Contracting Officer that all subcontractors and others performing work on or for the project have obtained all requisite licenses and permits.

G.4.3 The Contractor shall submit proper documentation and evidence satisfactory to the Contracting Officer of compliance with this clause.

G.5.0 **CONSTRUCTION PERSONNEL** - The Contractor shall maintain discipline at the site and at all times take all reasonable precautions to prevent any unlawful, riotous, or disorderly conduct by or among those employed at the site. The Contractor shall ensure the preservation of peace and protection of persons and property in the neighborhood of the project against such action. The Contracting Officer may require, in writing that the Contractor remove from the work any employee that the Contracting Officer deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment on the project is deemed by the Contracting Officer to be contrary to the Government's interests.

G.5.1 If the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately give notice, including all relevant information, to the Contracting Officer.

G.5.2 After award, the Contractor has ten calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. It is anticipated that security checks will take 6 weeks to perform if there will be a requirement for security checks. Please also note that not all construction projects will require the security checks especial those at some residencies. For each individual
required for security checks should present the list that shall include the following data:

- **Full Name:**
- **Place and Date of Birth**
- **Current Address**
- **Identification number**
- **CV**

Failure to provide any of the above information may be considered grounds for rejection and/or resubmittal of the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site. This badge may be revoked at any time due to the falsification of data, or misconduct on site.

**G.5.3** The Contractor shall provide an English speaking supervisor on site at all times. This position is considered as key personnel under this purchase order.

**G.6.0** Materials and Equipment - All materials and equipment incorporated into the work shall be new and for the purpose intended, unless otherwise specified. All workmanship shall be of good quality and performed in a skillful manner that will withstand inspection by the Contracting Officer.

**G.7.0** **SPECIAL WARRANTIES**

**G.7.1** Any special warranties that may be required under the contract shall be subject to the stipulations set forth in 52.246-21, "Warranty of Construction", as long as they are not in conflict.

**G.7.2** The Contractor shall obtain and furnish to the Government all information required to make any subcontractor's, manufacturer's, or supplier's guarantee or warranty legally binding and effective. The Contractor shall submit both the information and the guarantee or warranty to the Government in sufficient time to permit the Government to meet any time limit specified in the guarantee or warranty, but not later than completion and acceptance of all work under this contract.

**G.8.0** **EQUITABLE ADJUSTMENTS**

Any circumstance for which the contract provides an equitable adjustment that causes a change within the meaning of paragraph (a) of the "Changes" clause shall be treated as a change under that clause; provided, that the Contractor gives the Contracting Officer prompt written notice (within 20 days) stating:

(a) the date, circumstances, and applicable contract clause authorizing an equitable adjustment and

(b) that the Contractor regards the event as a changed condition for which an equitable adjustment is allowed under the contract
The Contractor shall provide written notice of a differing site condition within 10 calendar days of occurrence following FAR 52.236-2, Differing Site Conditions.

G.9.0 ZONING APPROVALS AND PERMITS

The Government shall be responsible for:

- obtaining proper zoning or other land use control approval for the project
- obtaining the approval of the Contracting Drawings and Specifications
- paying fees due for the foregoing; and,
- for obtaining and paying for the initial building permits.

H. CLAUSES-SECTION H

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): http://www.acquisition.gov/far/ or http://farsite.hill.af.mil/vffara.htm. Please note these addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at https://www.ecfr.gov/cgi-bin/text-idx?SID=2e978208d0d2aa44fb9502725ecac4e5&mc=true&tpl=ecfrbrowse/Title48/48chapter6.tpl to access links to the FAR. You may also use an internet “search engine” (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clause(s) is/are incorporated by reference (48 CFR CH. 1):

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<tr>
<th>CLAUSE</th>
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<tbody>
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52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)
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52.249-14   EXCUSABLE DELAYS (APR 1984)

The following Department of State Acquisition Regulation (DOSAR) clause(s) is/are set forth in full text:

652.204-70   DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)
   (a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor’s employees will require frequent and continuing access to DOS facilities, or information systems.
   (b) The DOS Personal Identification Card Issuance Procedures may be accessed at http://www.state.gov/m/ds/rls/rpt/c21664.htm.

(End of clause)

652.229-71   PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD (AUG 1999)
   Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the Contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the Contractor shall observe the requirements of 22 CFR Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

(End of clause)

CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

1) Use an e-mail signature block that shows name, the office being supported and company affiliation (e.g. “John Smith, Office of Human Resources, ACME Corporation Support Contractor”);
2) Clearly identify themselves and their contractor affiliation in meetings;
3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

(End of clause)

652.236-70   ADDITIONAL SAFETY MEASURES (OCT 2017)
In addition to the safety/accident prevention requirements of FAR 52.236-13, Accident Prevention Alternate I, the contractor shall comply with the following additional safety measures.

(a) *High Risk Activities.* If the project contains any of the following high risk activities, the contractor shall follow the section in the latest edition, as of the date of the solicitation, of the U.S. Army Corps of Engineers Safety and Health manual, EM 385-1-1, that corresponds to the high risk activity. Before work may proceed, the contractor must obtain approval from the COR of the written safety plan required by FAR 52.236-13, Accident Prevention Alternate I (see paragraph (f) below), containing specific hazard mitigation and control techniques.

1. Scaffolding;
2. Work at heights above 1.8 meters;
3. Trenching or other excavation greater than one (1) meter in depth;
4. Earth-moving equipment and other large vehicles;
5. Cranes and rigging;
6. Welding or cutting and other hot work;
7. Partial or total demolition of a structure;
8. Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;
9. Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);
10. Hazardous materials - a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations, which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or
11. Hazardous noise levels as required in EM 385-1 Section 5B or local standards if more restrictive.

(b) *Safety and Health Requirements.* The contractor and all subcontractors shall comply with the latest edition of the U.S. Army Corps of Engineers Safety and Health manual EM 385-1-1, or OSHA 29 CFR parts 1910 or 1926 if no EM 385-1-1 requirements are applicable, and the accepted contractor’s written safety program.
(c) *Mishap Reporting.* The contractor is required to report **immediately** all mishaps to the COR and the contracting officer. A “mishap” is any event causing injury, disease or illness, death, material loss or property damage, or incident causing environmental contamination. The mishap reporting requirement shall include fires, explosions, hazardous materials contamination, and other similar incidents that may threaten people, property, and equipment.

(d) *Records.* The contractor shall maintain an accurate record on all mishaps incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.

(e) *Subcontracts.* The contractor shall insert this clause, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts.

(f) *Written program.* The plan required by paragraph (f)(1) of the clause entitled “Accident Prevention Alternate I” shall be known as the Site Safety and Health Plan (SSHP) and shall address any activities listed in paragraph (a) of this clause, or as otherwise required by the contracting officer/COR.

1. The SSHP shall be submitted at least 10 working days prior to commencing any activity at the site.

2. The plan must address developing activity hazard analyses (AHAs) for specific tasks. The AHAs shall define the activities being performed and identify the work sequences, the specific anticipated hazards, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk. Work shall not begin until the AHA for the work activity has been accepted by the COR and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives.

3. The names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities as specified by EM 385-1-1) shall be identified and included in the AHA. Proof of their competency/qualification shall be submitted to the contracting officer or COR for acceptance prior to the start of that work activity. The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).

(End of clause)

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The Contractor warrants the following:

1. That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
(2) That is has obtained all necessary licenses and permits required to perform this contract; and,
(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.
(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

(End of clause)

652.243-70 NOTICES (AUG 1999)
Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the Contracting Officer.

(End of clause)
### I. LIST OF ATTACHMENTS – SECTION I

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<tr>
<th>ATTACHMENT NUMBER</th>
<th>DESCRIPTION OF ATTACHMENT</th>
<th>NUMBER OF PAGES</th>
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<td>Attachment 1</td>
<td>Sample Bank Letter of Guaranty</td>
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<td>Attachment 2</td>
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J. QUOTATION INFORMATION-SECTION J

The Offeror shall include Defense Base Act (DBA) insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at http://www.dol.gov/owcp/dlhcw/lscarrier.htm

A. QUALIFICATIONS OF OFFERORS

Offerors/quoters must be technically qualified and financially responsible to perform the work described in this solicitation. At a minimum, each Offeror/Quoter must meet the following requirements:

(1) Be able to understand written and spoken English;
(2) Have an established business with a permanent address and telephone listing;
(3) Be able to demonstrate prior construction experience with suitable references;
(4) Have the necessary personnel, equipment and financial resources available to perform the work;
(5) Have all licenses and permits required by local law;
(6) Meet all local insurance requirements;
(7) Have the ability to obtain or to post adequate performance security, such as bonds, irrevocable letters of credit or guarantees issued by a reputable financial institution;
(8) Have no adverse criminal record; and
(9) Have no political or business affiliation which could be considered contrary to the interests of the United States.

B. SUBMISSION OF QUOTATIONS

This solicitation is for the performance of the construction services described in SCOPE OF WORK, and the Attachments which are a part of this request for quotation.

<table>
<thead>
<tr>
<th>VOLUME</th>
<th>TITLE</th>
<th>NUMBER OF COPIES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Standard Form 18 including a completed Attachment 4, &quot;BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS</td>
<td>One (1)</td>
</tr>
<tr>
<td>II</td>
<td>Performance schedule in the form of a &quot;bar chart&quot; and Business Management/Technical Proposal</td>
<td>Four (4)</td>
</tr>
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Submit the complete quotation to the address indicated. If mailed, on Standard Form 18, or if hand-delivered, use the address set forth below on or before March 13, 2020 at 10:00 AM
The Offeror/Quoter shall identify and explain/justify any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this request for quotation in the appropriate volume of the offer.


(a) Present the performance schedule in the form of a "bar chart" indicating when the various portions of the work will be commenced and completed within the required schedule. This bar chart shall be in sufficient detail to clearly show each segregable portion of work and its planned commencement and completion date.

(b) The Business Management/Technical Proposal shall be in two parts, including the following information:

Proposed Work Information - Provide the following:
(1) A list of the names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror;
(2) The name and address of the Offeror's field superintendent for this project;
(3) A list of the names, addresses, and telephone numbers of subcontractors and principal materials suppliers to be used on the project, indicating what portions of the work will be performed by them; and,

Experience and Past Performance - List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

(1) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;
(2) Contract number and type;
(3) Date of the contract award place(s) of performance, and completion dates;
Contract dollar value;
(4) Brief description of the work, including responsibilities; and
(5) Any litigation currently in process or occurring within last 5 years.
C. **52.236-27 SITE VISIT (CONSTRUCTION) (FEB 1995)**

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) A site visit is scheduled for **Thursday, March 5th, 2020 at 09:00**. All interested vendors are invited to submit full names of company representatives and their ID numbers limited to not more than two people per company plus company details and contacting number/s to goboronegsprocurement@state.gov. The names should be provided well in advance and any names received after Tuesday March 3, 2020 at 12:00 noon, will not be accepted.  

(c) Participants will meet at Embassy Chancery and will then be routed to the site if necessary.

D. **MAGNITUDE OF CONSTRUCTION PROJECT**

It is anticipated that the range in price of this contract will be: Between BWP270,000.00 and BWP1,100,000.00.

E. **LATE QUOTATIONS.** Late quotations shall be handled in accordance with FAR.

F. **52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates the following provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer.

Also, the full text of a solicitation provision may be accessed electronically at: [http://acquisition.gov/far/index.html/](http://acquisition.gov/far/index.html/) or [http://farsite.hill.af.mil/vfara.htm](http://farsite.hill.af.mil/vfara.htm). Please note these addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at [http://www.statebuy.state.gov](http://www.statebuy.state.gov) to access the link to the FAR, or use of an Internet "search engine" (for example, Google, Yahoo or Excite) is suggested to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation provisions are incorporated by reference (48 CFR CH. 1):
<table>
<thead>
<tr>
<th>PROVISION</th>
<th>TITLE AND DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.204-7</td>
<td>SYSTEM FOR AWARD MANAGEMENT (OCT 2018)</td>
</tr>
<tr>
<td>52.204-16</td>
<td>COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (JUL 2016)</td>
</tr>
<tr>
<td>52.214-34</td>
<td>SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)</td>
</tr>
<tr>
<td>52.215-1</td>
<td>INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004)</td>
</tr>
</tbody>
</table>
K. EVALUATION CRITERIA-SECTION K

Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price.

The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ. The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- otherwise, qualified and eligible to receive an award under applicable laws and regulations.
SECTION L - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR QUOTERS

L.1 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN)”, as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments.

(c) otherwise due under the contract.

(d) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the Government (31 USC 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(e) Taxpayer Identification Number (TIN).

TIN: ____________________________

☐ TIN has been applied for.
☐ TIN is not required because:
  ☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;
  ☐ Offeror is an agency or instrumentality of a foreign government;
  ☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of Organization.

☐ Sole Proprietorship;
☐ Partnership;
☐ Corporate Entity (not tax exempt);
☐ Corporate Entity (tax exempt);
52.204-8 Annual Representations and Certifications (OCT 2018)

(a) (1) The North American Industry classification System (NAICS) code for this acquisition is __________ [insert NAICS code].

(2) The small business size standard is __________ [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) (1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:

[ ] (i) Paragraph (d) applies.

[ ] (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:
(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed $250,000.

(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation. This provision applies to all solicitations.

(iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(vi) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation.

(vii) 52.209-5; Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(viii) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.
(ix) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(x) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(xi) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(xii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xiii) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xiv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-38, Compliance with Veterans’ Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xvi) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xvii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xviii) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals—Representation. This provision applies to solicitations that include the clause at 52.204-7.
(xix) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xx) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than $25,000, the basic provision applies.

(B) If the acquisition value is $25,000 or more but is less than $50,000, the provision with its Alternate I applies.

(C) If the acquisition value is $50,000 or more but is less than $80,317, the provision with its Alternate II applies.

(D) If the acquisition value is $80,317 or more but is less than $100,000, the provision with its Alternate III applies.

(xxi) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xxiii) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxiv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

__X__ (i) 52.204-17, Ownership or Control of Offeror.

__X__ (ii) 52.204-20, Predecessor of Offeror.

__X__ (iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.
_X_ (iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

_ X_ (v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

_ X_ (vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

_ X_ (vii) 52.227-6, Royalty Information.

_ X_ (A) Basic.

_ X_ (B) Alternate I.

_ X_ (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The Offeror has completed the annual representations and certifications electronically in SAM accessed through https://www.sam.gov. After reviewing the SAM information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

<table>
<thead>
<tr>
<th>FAR Clause</th>
<th>Title</th>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
</table>

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of Provision)
L.3. 52.225-18 PLACE OF MANUFACTURE (SEPT 2006)

(a) Definitions. As used in this clause—
“Manufactured end product” means any end product in Federal Supply Classes (FSC) 1000-9999, except—
(1) FSC 5510, Lumber and Related Basic Wood Materials;
(2) Federal Supply Group (FSG) 87, Agricultural Supplies;
(3) FSG 88, Live Animals;
(4) FSG 89, Food and Related Consumables;
(5) FSC 9410, Crude Grades of Plant Materials;
(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
(8) FSC 9610, Ores;
(9) FSC 9620, Minerals, Natural and Synthetic; and
(10) FSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

(b) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) [ ] In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or
(2) [ ] Outside the United States.

(End of provision)

L.4 AUTHORIZED CONTRACTOR ADMINISTRATOR

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror’s representative for Contract Administration, which includes all matters pertaining to payments.

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
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<tbody>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>
L.5  

52.225-20  PROHIBITION ON CONDUCTING RESTRICTED BUSINESS OPERATIONS IN SUDAN – CERTIFICATION (AUG 2009)

(a) **Definitions.** As used in this provision—

“Business operations” means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

“Marginalized populations of Sudan” means—

1. Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and
2. Marginalized areas in Northern Sudan described in section 4(9) of such Act.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person conducting the business can demonstrate—

1. Are conducted under contract directly and exclusively with the regional government of southern Sudan;
2. Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
3. Consist of providing goods or services to marginalized populations of Sudan;
4. Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
5. Consist of providing goods or services that are used only to promote health or education; or
6. Have been voluntarily suspended.

(b) **Certification.** By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

(End of provision)

L.6.  

52.209-2 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS REPRESENTATION (NOV 2015)
(a) Definitions. “Inverted domestic corporation” and “subsidiary” have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(c) Representation. The Offeror represents that.
   (1) It □ is, □ is not an inverted domestic corporation; and
   (2) It □ is, □ is not a subsidiary of an inverted domestic corporation.

52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2019)

(End of provision)
ATTACHMENT #1 - SAMPLE LETTER OF BANK GUARANTY

Place [   ]
Date [   ]

Contracting Officer
U.S. Embassy, Gaborone
P O Box 90
Gaborone, Botswana

Letter of Guaranty No. ________

SUBJECT: Performance and Guaranty

The Undersigned, acting as the duly authorized representative of the bank, declares that the bank hereby guarantees to make payment to the Contracting Officer by check made payable to the Treasurer of the United States, immediately upon notice, after receipt of a simple written request from the Contracting Officer, immediately and entirely without any need for the Contracting Officer to protest or take any legal action or obtain the prior consent of the Contractor to show any other proof, action, or decision by an other authority, up to the sum of \[\text{amount equal to } 20\% \text{ of the contract price in BWP during the period ending with the date of final acceptance and } 10\% \text{ of the contract price during contract guaranty period}\], which represents the deposit required of the Contractor to guarantee fulfillment of his obligations for the satisfactory, complete, and timely performance of the said contract \[\text{contract number}\] for \[\text{description of work}\] at \[\text{location of work}\] in strict compliance with the terms, conditions and specifications of said contract, entered into between the Government and \[\text{name of contractor}\] of \[\text{address of contractor}\] on \[\text{contract date}\], plus legal charges of 10% per annum on the amount called due, calculated on the sixth day following receipt of the Contracting Officer’s written request until the date of payment.

The undersigned agrees and consents that said contract may be modified by Change Order or Supplemental Agreement affecting the validity of the guaranty provided, however, that the amount of this guaranty shall remain unchanged.

The undersigned agrees and consents that the Contracting Officer may make repeated partial demands on the guaranty up to the total amount of this guaranty, and the bank will promptly honor each individual demand.

This letter of guaranty shall remain in effect until 3 months after completion of the guaranty period of Contract requirement.

<table>
<thead>
<tr>
<th>Depository Institution:</th>
<th>[name]</th>
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<tbody>
<tr>
<td>Address:</td>
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<td>Representatives:</td>
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<td></td>
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<tr>
<td>Location:</td>
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<tr>
<td>State of Inc.:</td>
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<td>Corporate Seal:</td>
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Certificate of Authority is attached evidencing authority of the signer to bind the bank to this document.
**ATTACHMENT #2 - UNITED STATES DEPARTMENT OF STATE BREAKDOWN OF PRICE BY DIVISIONS OF SPECIFICATIONS IN BOTSWA PULA**

<table>
<thead>
<tr>
<th>(1) DIVISION/DESCRIPTION</th>
<th>(2) LABOR</th>
<th>(3) MATERIALS</th>
<th>(4) OVERHEAD</th>
<th>(5) PROFIT</th>
<th>(6) TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Requirements</td>
<td></td>
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<tr>
<td>2. Site Work</td>
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<tr>
<td>3. Concrete</td>
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<td>4. Masonry</td>
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<td>5. Metals</td>
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<td>6. Wood and Plastic</td>
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<td>7. Thermal and Moisture</td>
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<td>8. Doors and Windows</td>
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<td>9. Finishes</td>
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<td>10. Specialties</td>
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<td>11. Equipment</td>
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<td>12. Furnishings</td>
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<td>13. Special Construction</td>
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<tr>
<td>14. Conveying Systems</td>
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<td>15. Mechanical</td>
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<tr>
<td>16. Electrical</td>
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</table>

**TOTAL: __________________________**

Allowance Items:

PROPOSAL PRICE: BWP __________________________

**TOTAL: BWP: __________________________**

Alternates (list separately; do not total):

**Offeror: __________________________ Date __________________________**

PRICE BREAKDOWN BY DIVISION OF SPECIFICATION ITEMS