



CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

220 Anna Salai, Gemini Circle, Chennai – 600 006

September 07, 2018

To: Prospective Quoters

SUBJECT: Request for Quotation Number - 191N6018Q0012

Enclosed is a Request for Quotation (RFQ) to provide Water proofing – Civil/Related works at USG Residence – 2TBR - No. 10 (Old #2), Turnbolls Road Ext., Nandanam, Chennai 600 035, in accordance with the scope of work set forth herein. If you would like to submit a quotation, follow the instruction in the solicitation and submit.

The Consulate intends to conduct a Site visit [Mandatory] on Tuesday, September 11, 2018 by 11:00am at the following address:

2TBR – No. 10 (Old #2), Turnbolls Road Ext., Nandanam, Chennai 600 035.

For any technical queries kindly, e-mail Contracting Officer Mr. Bruce Sullivan at SullivanBW@state.gov with cc to Ms. Malathy Ravi at RaviM2@state.gov by 5:00 pm on Tuesday, September 11, 2018. The answer to the queries will be shared with all prospective bidders. Any query received after September 11, 2018 will not be entertained.

Your quotation must be submitted electronically (via email) no later than 11:00 am local time by Monday, September 17, 2018 to Contracting Officer email at SullivanBW@state.gov with cc to RaviM2@state.gov with subject line **“191N6018Q0012 – Waterproofing – Civil/Related works at 2TBR”**. Please do not submit your quotations via courier. Please submit signed and dated offers to the office/e- mail ID specified in this solicitation. Quote submitted at any other email id and after the due date and time given, shall not be considered.

- Refer attached Scope of Work before submitting quote. Provide breakup for each line time separately.
- Goods & Service Tax (GST): Applicable for vendors operating within India. Pl’s note that the GST unique identification number (UIN) for Consulate Chennai is **UIN: 3317USA00002UNE.**
- Kindly prepare your quotations clearly giving break-up of GST.
- Mention firm completion date for subject work.
- **Please note that the Government shall reject proposal that do not contain the above information or are otherwise incomplete.**

NOTE: IT IS MANDATORY TO REGISTER IN SAM FOR ORDERS VALUE OVER \$30,000

KINDLY VISIT WWW.SAM.GOV TO REGISTER YOUR COMPANY. THERE IS NO COST TO REGISTER IN SAM. SEE ATTACHED QUICK START GUIDE / STEP BY STEP PROCESS FOR NEW REGISTRATION. ORDERS WILL BE ISSUED ONLY IF YOU HAVE THE REGISTRATION. KINDLY START THE PROCESS NOW.

System for Award Management. The offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the SAM database accessed through <https://www.acquisition.gov>

• Evaluation Factors:

- Award will be made to the lowest priced, technically acceptable, responsible bided offer.
- Record of satisfactory past performance.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- Offer acceptability will be determined by assessing the bidder's compliance with the terms of the RFQ. The offeror must properly complete and submit all sections of the solicitation. Proposals which do not comply with the RFQ may be rejected on that basis.
- > The Government will determine bidder responsibility by analyzing whether the apparent successful bidder complies with the requirements of FAR 9.1, including:
 - adequate financial resources or the ability to obtain them;
 - 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
 - be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- **Vendor must have service support in Chennai [Mandatory].**
- **Overseas vendors indent to participate in this bid must provide documents in support of their claim of available service support in Chennai. Failure of submission will result in decline of Quote.**

• **Terms and Conditions:**

- If your proposal/ offer are accepted, American Consulate, Chennai will issue a U S Government firm and fixed price Purchase Order.
- Consulate reserve the right to cancel the Purchase Order at any given time, if the work is not executed to the satisfactory level.
- American Consulate does not make any advance payment.
- **Payment Terms:** Payment shall be made thru EFT (electronic fund transfer) within Net 30 days on completion of service and submission of original invoice at American Consulate, Chennai, India.

Important: The American Consulate reserves the right to reject any or all offers, and to delete any portion/or items of the solicitation. Once the Purchase Order is awarded, the prices shall hold good till the service is completed.

Name of the Offeror _____

Signature _____ Dated _____

Telephone # _____

Fax # _____

Email Id: _____

Sincerely



Bruce W. Sullivan
Contracting Officer