

GENERAL

A. Goal: The goal of this Request for Proposal is to enter into an agreement with a qualified vendor that can provide or support the minimum Property Management Services listed below.

- Maintain the facility in a high state of cleanliness
- Accept reservations and maintain a house reservation listing
- Prepare billing documents for official and personal events
- Observe and file reports of any issues regarding repair of the facility
- Maintain the appropriate stock levels of fuel for support services or purchase luku's and administrative supplies
- Create menus for breakfast, lunch, dinner
- Hire appropriate personnel to support cleaning, cooking and gardening
- Ensure the house remains secure at all times
- Gardening

The vendor must be a duly licensed company certified to do business in Zanzibar. A copy of the license will be provided with your proposal submission.

II. DESCRIPTION OF FACILITIES

The Pettersen House is a USG owned two level multi room diplomatic dwelling located at Plot No. 8, Mazizini, Zanzibar. The Pettersen House functions as a location to support Official USG events and when available supports personal visits to Zanzibar. Joint liaison will be required between the vendor and the American Embassy Dar es Salaam, Tanzania. Many of the liaison procedures are already in place the vendor will be required to demonstrate the capability to maintain these procedures and at the same time submit any established procedures that he/she might be using to enhance the operations.

NOTE: PLOT NUMBER 8 MAZIZINI HAS TWO BUILDINGS THIS TENDER APPLIES TO BOTH FACILITIES.

III. HOURS OF OPERATIONS

A. The Licensee will be required to provide the required service 365 days a year unless the house is closed for scheduled maintenance. The Licensee will be given a minimum 30 days notice for any planned closings.

IV. SPECIFICS OF PROPERTY MANAGEMENT OPERATIONS

The operational guidance of Property Management Operations, including details of each party's responsibilities, is set forth in Exhibit A to this Agreement.

V. LICENSOR PERSONNEL

A. Technical Representative. The Contracting Officer may designate a Contracting Officer's Technical Representative to assist in the administration of certain responsibilities. The Technical Representative shall act as the Contracting Officer's principal point of contact for day-to-day operations and ensure compliance with the License Agreement. If no Contracting Officer's Technical Representative is appointed, the responsibilities shall remain with the Contracting Officer.

B. Additional Personnel: Additional personnel from the American Embassy may work for the Contracting Officer or the Technical Representative, if one is appointed. These personnel are authorized to perform routine inspections and monitoring of the Licensee's work. The Embassy Medical Officer will provide health inspection of the facilities as required. The Facilities Maintenance Manager (FMM) will supervise the maintenance responsibilities on behalf of the Contracting Officer. The General Services Officer (GSO) warehouse representative will provide inventory control of Licensor-furnished property.

C. Authority to Amend the Agreement. In no instance shall the Technical Representative or other personnel be authorized to amend the Agreement. Only the Contracting Officer may amend the Agreement.

VI. INSPECTION

A. Responsibilities of the Licensee. The Licensee shall develop and maintain an inspection system intended to ensure quality of service and standards of sanitation, cleanliness and record keeping. This system shall include written records of inspections made. These records shall be made available to the Contracting Officer upon request.

B. Rights of the Licensor.

(1) The Licensor has the right to inspect the premises as well as the actual services provided. This inspection may be made at any time, without prior notice. The Licensor shall perform the inspection in a manner that will not unduly delay the work of the Licensee. These inspections may include, but are not limited to, a comprehensive review of the following:

1. Service quality, attentiveness, courtesy, and similar factors
2. Food quality and purchasing methods
3. Sanitary practices and conditions
4. Personnel appearance
5. Reservations Procedures
6. Billing Process
7. Facility cleanliness and state of repairs
8. Yards and Grounds
9. Inventory Control

(2) Premises of the Licensee may be inspected, at no charge to the Licensor. The Licensee shall provide all reasonable facilities and assistance for the safe and convenient performance of these duties.

(3) The Embassy Medical Officer, or Technical Representative and/or professional health and food service inspectors shall perform periodic inspections to assure compliance with Agreement requirements and industry standards.

VII. TERMINATION

This Licensing Agreement may be terminated by written notice, issued by the Contracting Officer, when it is in the best interests of the Licensor. This termination may be made for (1) cause, such as failure of the Licensee to comply with the terms and conditions of this Agreement, or (2) convenience of the Licensor. Licensor is not required to give advance notice of termination. Upon termination, Licensee shall remove all of its property from the premises. Licensor shall not be responsible for any loss or damage incurred by the Licensee as the result of termination, including but not limited to losses due to spoilage of inventory, employee claims, personal property losses, and lost profits.

VIII. TERMS OF AGREEMENT

A. General. Exhibit A sets forth the requirements of this Agreement.

B. Rent, Utilities and Licensor-Furnished Property. The Licensee shall not be liable for payment of any rent or for reimbursement to the Licensor for utilities or use of Licensor-furnished property as a result of services provided under this Agreement. See Section VIII below for potential liability on the part of the Licensee due to damage to property.

IX. SPECIAL LICENSING AGREEMENT PROVISIONS

A. Security Access to Property. The Licensor reserves the right to deny access to Embassy-owned and operated facilities to any individual. The Licensee will provide names and biographic data on all personnel (including planned back-up personnel) who will be used on this Agreement at least ten (10) days before they begin work.

B. Standards of Conduct. The Licensee shall be responsible for maintaining satisfactory standards of employee attitude, competency, conduct, cleanliness, appearance and integrity. The licensee shall be responsible for taking disciplinary action with respect to employees as may be necessary. Each Licensee employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer and their country. Licensee employees must use politeness and courtesy when dealing with occupants of the Pettersen House. The Licensor reserves the right

to direct the Licensee to remove an employee for failure to comply with the standards of conduct.

(1) The Licensee shall provide adequately, trained relief personnel to substitute for the regular employees when they are absent so that a high quality operation will be maintained at all times.

(2) All articles found by the Licensee, the Licensee's agents or employees, or by patrons and given to the Licensee shall be turned in to the Zanzibar Affairs office co-located on the Petterson House compound.

C. Personal Injury, Property Loss or Damage Insurance.

(1) The Licensee, at its own expense, shall maintain insurance against fire, theft, flood, liability, and for employee medical and employment expenses, as required by law.

(2) The Licensee shall provide certification that the required insurance has been obtained before beginning work.

D. Indemnification. The Licensor shall not be responsible for personal injuries or for damages to any property of the Licensee, its officers, agents, and employees, or any other person, arising from any incident of the Licensee's performance of this Agreement. The Licensee expressly agrees to indemnify and to save the Licensor, its officers, agents, servants, and employees harmless from and against any claim, loss, damages, injury, and liability, however caused, resulting from or arising out of the Licensee's fault or negligence in connection with the performance of work under this Agreement. Further, any negligence or alleged negligence of the Licensor, its officers, agents, servants, or employees, shall not bar a claim for indemnification unless the act or omission of the Licensor, its officers, agents, servants, or employees is the sole competent and producing cause of such claim, loss, damages, injury, or liability.

E. Protection of American Embassy Buildings, Equipment, and Grounds. The Licensee shall use reasonable care to avoid damage to the Pettersen House, equipment and grounds. If the Licensee's failure to take adequate care results in damage to any of this property, the Licensee shall repair the damage at no expense to the Licensor, as directed by the Contracting Officer.

F. Licensor-Furnished Property.

(1) The Licensor shall provide the property described in Exhibit B to this Agreement. Delivery of this property is completed when the initial joint inventory is completed and included as Exhibit B. The Licensee shall acknowledge in writing to the Contracting Officer receipt of the Licensor-owned equipment listed in Exhibit B.

(2) Title to all Licensor-Furnished property shall remain with the Licensor. The Licensee shall use the property only in connection with this Agreement.

(3) The Licensor shall maintain the official property control records of all Licensor-Furnished property.

(4) Upon taking delivery of the Licensor-Furnished property, the Licensee assumes the risk and responsibility for its loss or damage, except--

- (a) For reasonable wear and tear; or
- (b) As otherwise provided in this Agreement.

G. Precedence of English Language Translation. In the event of any inconsistency between the English language translation of this Agreement and any other language translation, the English language translation shall take precedence.

H. Trash Removal. The Licensee shall remove trash from the Cafeteria anytime that waste canisters are full or not less than once after every meal; whichever is greater. Any alteration to this provision must be directed in writing by the Licensing Officer.

I. Rodent and Pest Control. The Licensee shall maintain a clean work area free of any clutter, dirt or any material that would attract rodents and vermin.

J. Cleaning and Janitorial Services.

(1) The Licensor shall provide all cleaning supplies and equipment. Supplies are requested through the Licensing Officer on a quarterly basis. This does not include food products.

(2) Failure to keep any of the facilities in a clean condition may result in the withdrawal of the privilege of using such facilities. In addition, the Licensing Officer may have the facility cleaned by other means and charge the cost of such work to the Licensee.

K. Security areas. The Licensee shall be responsible for the security of all areas under the jurisdiction of the Licensee. Designated employees shall have the responsibility for determining that all equipment has been turned off, windows are closed, lights and fans turned off, and doors locked when the house is closed. The Licensee shall make a matter of a daily report to the Guard office upon leaving the building.

L. Hazardous conditions. The Licensee shall eliminate unsanitary or hazardous conditions that are dangerous to anyone using the house. This shall include any employee, agent or representative to the Licensee, Embassy employee or other patrons of the food service facility for any portion of the facility that is under the jurisdiction of the Licensee.

M. Liability. The Licensor will not be responsible in any way for damage or loss/occasioned by fire, theft, accident, or otherwise to the Licensee's stored supplies, materials or equipment, or the employees' personal belongings. The Licensee shall report any personal injury or physical damage to the building or equipment resulting from fire or other causes to the Facilities Manager immediately.

N. Fire and civil defense drills. The Licensee shall notify the fire department in the event of fire. All of the employees of the Licensee shall be organized and trained to participate in fire and civil defense drills including the reporting of fires. This shall be accomplished with the cooperation of the Facilities Maintenance Officer and the Regional Security Officer.

O. Billing Procedures: Refer to billing procedures in Exhibit A.

P. Inventories:

(1) The Licensee will be asked to sign for the inventory of the Licensor- provided equipment and supplies as listed in Exhibit B, of this Agreement. The Licensee shall exercise reasonable care in the use of facilities, equipment, and supplies and return the same in good condition when the Agreement ends. The Licensee shall not be liable for normal wear and tear or damage beyond its control. Should the Licensee wish to install or use locked facilities it must obtain GSO approval.

(2) Flatware, China and Glassware Inventories: Quarterly the Licensee shall provide an inventory of all Flatware, China and Glassware and other items provided by the Licensor and report and missing items.

X. RESPONSIBILITIES OF THE LICENSOR.

A. The Licensor will provide space for operations under the Agreement, as indicated. The Licensor will provide utilities for use as required. In addition, the licensor will:

(1) Make such improvements and alterations as it may deem necessary, including improvements and alterations necessary to conform to applicable requirements.

(2) Maintain and repair building structure in areas assigned for the Licensee's use, including:

- painting and redecoration;
- maintenance or gas, water, steam, sewer, and electrical lines;
- ventilation, electrical lighting fixtures
- floors and floor coverings; and
- walls and ceilings.

The Licensee shall bear the expenses of repairs necessary because of negligence on the part of the Licensee or its employees.

(3) At its own expense, provide, install, and permit the Licensee to use the equipment listed, and additional equipment of a similar type when required for any expansion approved by the Licensing Officer. The Licensor will replace equipment that it has provided, as it deems necessary. Subject to adequate operation and handling of equipment by the Licensee, the Licensor will replace component parts of, and make repairs to such equipment.

C. Licensor-owned Equipment. Licensor-furnished equipment is listed in Exhibit B. The Licensor will provide all major equipment items, flatware, china and glassware, along with all consumable cleaning supplies.

XI. RIGHTS AND AUTHORITY OF THE LICENSOR

A. Oversight. The Licensing Officer shall oversee the quality of the services provided by the Licensee, and will advise the Licensee from time to time of any source of dissatisfaction and request correction.

XII. RESTRICTIONS

A. Equipment. Unless otherwise permitted by the Licensing Officer, the Licensee shall not install equipment other than that specified in this Agreement or remove any Licensor-owned equipment from the premises.

B. Patronage. The facilities and services provided in this Agreement are for the benefit and convenience of Embassy employees. The Licensor may regulate patronage from other sources.

C. Facilities. The physical facilities on Number 8 Mazizini shall not be used in connection with operations not included in the Agreement.

XIII. SPECIAL PROVISIONS

1. Assignment of Claims and Delegations of Responsibility

The Contractor shall not transfer or otherwise delegate (by subcontractor or otherwise) the performance of any functions hereunder except with the prior written approval of the Contracting Officer.

2. Payment of Interest or Contractors' Claims

a. If an appeal is filed by the contractor from a final decision of the Contracting Officer under the Disputes Clause of this contract, denying a claim arising under the contract, simple interest on the amount of the claim finally determined owned by the Government, shall be payable to the Contractor. Such interest shall be at the rate determined by the Secretary of the Treasury pursuant to Public Law 92-41, 85 Stat. 97, from the date the Contractor furnishes to the Contracting Officer his written appeal under the Disputes clause of this contract, to the date of (1) a final judgment by a court of competent jurisdiction, or (2) mailing to the Contractor of a

supplemental agreement for execution either confirming completed negotiations between the parties or carrying out a decision of a board of contract appeals.

b. Notwithstanding (a), above (1) interest shall be applied only from the date payment was due, if such date is later than the filing of appeal, and (2) interest shall not be paid for any period of time that Contracting Officer determines the Contractor has unduly delayed in pursuing his remedies before a board of contract appeals or a court of competent jurisdiction.

3. Termination for Convenience of the Government

The Government shall have the right to terminate the contract at any time by giving written notice to the contractor not less than 30 days prior to the effective date of termination. Should this contract be terminated pursuant to this clause prior to the date it would otherwise expire, the following shall apply:

- a. The Government shall complete all payments, which shall then be due;
- b. The Contractor shall deliver to the Government all work in process under this contract requested by the Government.
- c. The Government shall pay the Contractor any sum which is determined by the contracting officer as equitable for any work in process, which sum shall include any costs incurred by the Contractor in terminating, any subcontract.
- d. Should the Contractor be unwilling to accept the sum so determined by the Contracting Officer the matter shall be treated as a dispute concerning a question of fact within the meaning of the clause entitled "Disputes" in the General Provisions of this contract.

8. Notice

Any order, notice, or request, relating to this contract by either party to the other shall be in writing, and mailed, or delivered by hand, to the party entitled thereto at the address set forth herein. The Government's Contracting Officer must make all modifications to the contract, in writing.

9. Gratuities

The Government may, by written notice to the Contractor, terminate the right of the Contractor, to proceed under this contract if it is found, after notice and hearing, by his duly authorized representative, that gratuities (in the form of entertainment, gifts, otherwise) were offered or given by the Contractor, or any office or employee of the Government with a view toward securing a contract or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to this contract.

10. Language Version

The English language version of this contract shall be the official version and binding on both parties.

11. Authorization to Perform

The Contractor warrants that he has been duly authorized to operate and do business in the country or countries in which this contract is to be performed; that he has obtained, at no cost to the U.S. Government, all necessary licenses and permits required in connections with the contract; and that he will fully comply with the laws, decrees, labor standards, and regulations of such country or countries during the performance of this contract.

12. Protection of Government Buildings, Equipment, and Vegetation

The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation (such as trees, shrubs, and grass) on the Government installation. If the Contractor fails to do so and damages any such building, equipment, or vegetation, he shall replace or repair the damage at no expense to the government as directed by the Contracting Officer. If he fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost thereof, which may be deducted from the contract price.

13. Personnel

The Contractor agrees, if requested, to furnish the Government with name, date and place of birth, current address, and such other biographical information as is readily available to the contractor, concerning any individual before permitting such individual to be used in the performance of this contract. The Contractor further agrees to permit only those individuals approved by the Government to be used in the performance of this contract.

14. Government Delay of Work

a. If the performance of all or any part of the work is delayed or interrupted by an act of the Contracting Officer in the administration of this contract, which act is not expressly or impliedly authorized by this contract, or by his failure to act within the time specified in this contract (or within a reasonable time if no time is specified), an adjustment (excluding profit) shall be made for any increase in the cost of performance of this contract caused by such delay or interruption and the contract modified accordingly. Adjustment shall be made also in the delivery or performance dates and any other contractual provision affected by such delay or interruption. However, no adjustment shall be made under this clause for any delay or interruption (1) to the extent that performance would have delayed or interrupted by any other cause, including the fault or negligence of the Contractor; or (ii) for which an adjustment is provided or excluded under any other provision of this contract.

b. No claim under this clause shall be allowed (I) for any costs incurred more than twenty (20) days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved; and (ii) unless the claim, in an amount stated, is asserted in writing as soon as practicable after termination of such delay or interruption, but not later than the date of final payment under the contract.

15. Representative of the Contracting Officer

The Contracting Officer reserves the right to designate representatives to act for him in furnishing technical guidance and advice, or generally accept the work performed under this contract. Such designation will be in writing and will define the scope and limitations of authority. (Such designee may not make any commitments or changes, which will affect the price, quantity, or delivery terms). A copy of the designation shall be furnished to the Contractor.

16. Government-Furnished Property

The government will furnish all cleaning equipment, supplies, and necessary storage space required for performance under this contract. Title to equipment remains in the Government and equipment must be returned to the Government as contract expiration, fair wear and tear expected. Upon award of the contract the vendor and a representative of the American Embassy will conduct a joint inventory of Government furnished equipment.

17. Availability of Funds

Funds are presently available for performance under this contract through December 2009. The Government's obligation for performance of this contract beyond this date is contingent upon the availability of appropriated funds from which payment for the contract purposes can be made. No legal liability on the part of the government for payment of any money for performance under this contract beyond December 31, 2009 shall arise unless and until funds are made available to the Contracting Officer for such performance and notice of such availability, to be confirmed in writing by the Contracting Officer, is given to the Contractor.

18. Renewal Options

This is a one-year fixed price contract from October 1, 2009 through September 30, 2010. There are FOUR (4) additional one-year option years of the same price. In order to exercise these option years, the Government must provide preliminary notice of intent to exercise not less than thirty days prior to September 30 of each year. Final notice of option exercise must be accompanied by notice of availability of funds for the option period. Any performance after September 30 and prior to receipt of final notice of option exercise is subject to the conditions specified in the availability of fund clause.

19. Alteration in Contract

All reference in this contract to “supplies” or “delivery” (including other forms of the word) should be deemed to read “services” or “performance” (including other forms of the words).

LIST OF EXHIBITS

EXHIBIT A: Performance Required under the Licensing Agreement

EXHIBIT B: Licensor-Furnished Property

EXHIBIT C: Proposal Preparation Instructions, Evaluation of Proposals and Award Selection

EXHIBIT A

PERFORMANCE REQUIRED UNDER THE LICENSING AGREEMENT

I. SCOPE OF WORK.

Cleanliness of the facility: The Pettersen House must be maintained in an excellent state of cleanliness at all times. The vendor is required to provide appropriate staffing that ensures the Pettersen house can be cleaned during an occupant's stay, after checkout, and when the house is unoccupied.

Reservations: For a smooth and efficient operation a reliable electronic reservation system is required. Initial reservations for usage of the Pettersen House will be initiated by the American Embassy Dar es Salaam Zanzibar Affairs Office and provided to the vendor. The vendor will be required to acknowledge receipt of each reservation, acknowledge cancellation or change of a reservation and ensuring occupants check in/checkout at the prescribed time. Check out time is currently 12:00 pm with check in time 3:00 pm.

Billing Documents: Payment made for this licensing agreement comes from the lodging costs associated with the usage of this property. Therefore the vendor is required to have a system that accurately bills the employee for the lodging costs listing the Name, and dates the house was used. Billing will be coordinated through the Financial Management Office American Embassy Dar es Salaam.

Repair of the Facility: The vendor is required to report any items that he/she feels is in need of repair through normal wear and tear. Every three months smoke detectors will be tested and the batteries replaced as necessary. Items damaged due to misuse of the visitor will be reported immediately to the Contracting Officer's Representative with the circumstances surrounding the incident and a repair request provided. The vendor will prepare the appropriate level of billing if known. Damage to the property by the vendor or the employees will be reported for assessment, repair and recoupment of costs if necessary.

Expendable Supplies: The vendor is required to on a regular basis coordinate with the General Services Office American Embassy Dar es Salaam for adequate cleaning supplies for the residence. The vendor is required to maintain an inventory of items received and those items expended. Diesel fuel and Luku levels will be monitored to ensure that the house does not run out of either. The purchase of fuel stocks and Luku's will be coordinated through the Zanzibar Affairs Office Assistant through an already established petty cash system.

Food/Drink Menus: The vendor will be required to prepare a basic menu/drink list for breakfast, lunch and dinner at a set price for consideration for anyone staying at the house. Prices for deviations from these set menus will be negotiated with the individuals. The vendor must have the capability to support up to 50 persons for official events either by preparing the food onsite or having the event catered to the

specific needs of the official event officer. All costs associated with food/drinks consumed by the occupant will be paid directly to the vendor. Costs for food and beverages will not be passed to the American Embassy.

Vendor Staff: The vendor is required to hire the appropriate number of staff to ensure the Embassy requirements for official/personal use and catered events are being met. These personnel will be employees of the vendor and not of the American Embassy. All benefits, salary and entitlements must conform to Tanzanian laws and paid directly to the hired personnel. **EMPLOYEES OF THE VENDOR WILL NOT BE ENTITLED ANY BENEFITS FROM THE AMERICAN EMBASSY.**

Security: The house is equipped with locks and a security alarm; the vendor will ensure that the house is locked when no one is physically present in the house. The alarm will be set at night and disengaged in the morning. In the event the alarm is sounded in the night the vendor will be required to deactivate the alarm and make a report to the local security guard.

Gardening: The vendor is required to maintain the grounds in a neat and pleasant environmental friendly appearance at all times.

EXHIBIT B

LICENSOR-FURNISHED EQUIPMENT/MATERIALS

Once the Contract is awarded the Contracting Officer's Representative and the Licensee representative will conduct a joint inventory of furnished equipment and materials. The result of this inventory will be added as a permanent Exhibit B.

EXHIBIT C

PROPOSAL PREPARATION INSTRUCTIONS, EVALUATION OF TENDERS, AND AWARD SELECTION

I. INSTRUCTIONS ON TENDER PREPARATION

PLEASE FOLLOW THESE INSTRUCTIONS VERY CLOSELY FAILURE TO DO SO COULD DISQUALIFY YOUR PROPOSAL.

- Your proposal must be at the American Embassy in Dar es Salaam by 5:00 pm September 18, 2009. Email advance copies are accepted with scanned signatures, originals must be received within 7 days.
- Your proposal must be signed by an authorized person that has the authority to commit your company to the conditions presented.

Your proposal shall be divided into the following Sections:

Section 1: This Section will include your pricing proposal. Pricing will consist of your monthly cost to run the house based upon the requirements set forth in Exhibit A Statement of Work Section. This section should be used to justify how you determined your pricing, the below are just a few samples of categories that could be included you must include all categories of pricing that attributes to your final cost:

Employee Salary:

Employee benefits:

Daily transportation costs:

Miscellaneous costs:

Profit Margin:

Total Monthly Cost:

Total Annual Cost:

This is not all inclusive you must insure that all associated costs for this contract are listed; no adjustments will be considered after the fact.

Section 2: This section will be used to demonstrate your capability to perform the requirements as listed in Exhibit A the statement of work. You are required to address each statement of work requirement citing how you will complete the tasking. For example, the requirement "Cleanliness of the facility can be addressed as to the frequency of specific cleanings: Please note the below example is not all inclusive of cleaning expectations.

Weekly:

- a. Wet mop all floors and hallways.

b. Vacuum all carpets and rugs.

Monthly:

a. Wash all window panes, window frames and sash.

b. Dust all visible pipes and ducts.

Please be very complete in your responses.

Section 3: This section will be used to include a copy of your license to operate in Zanzibar, information about your company and any references that you would like for the American Embassy to consider on your behalf.

II. EVALUATION OF TENDERS AND SELECTION FOR AWARD

A. Evaluation. To be acceptable and eligible for evaluation, tenders must be prepared following the instructions in Section I above and must meet all the requirements set forth in the other sections of this Invitation to Tender.

PROPOSAL EVALUATIONS:

The American Embassy will assign a disinterested technical review panel to evaluate proposals based on accuracy, completeness, cost, and the noted capability of your company to provide the required services.

Rank order of priority for evaluation;

- Cost – The determination for cost does not mean the lowest cost submitted but rather the cost submitted by the most technically qualified vender. Do not low price your proposal with anticipation that it must be accepted.
- Completeness/Accuracy of Submission
- Demonstrated capability of performing the required services

The American Embassy reserves the right to award a contract immediately upon receipt of these proposals without additional negotiations, you are encouraged to make your proposal your best and final offer assuming there will not be any additional negotiations.

-OR-

The American Embassy reserves the right to enter into best and final negotiations with the top five ranked vendors to obtain a more advantageous deal for the USG.

The American Embassy reserves the right to cancel this request for quotations if no correct proposals are received that is in the best interest of the American Embassy.