

United States Embassy Canberra, Australia

Date: 2/8/2021

To: Prospective Quoters,

Subject: Request for Quotations number **19AS2021Q0004-V2**.

Enclosed is a Request for Quotations (RFQ) for **Pre-Boxed Lodging Kits**. If you would like to submit a quotation, complete the blocks 17a, 23, 24, 30a and 30b of the attached SF1449 document, and submit it to the address shown on block 16 of the Standard Form 1449 that follows this letter.

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

All contractors must be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to contract award pursuant to FAR provision 52.204-7. Therefore, prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

The guidelines for registration in SAM are also available at:
<https://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx>

ELECTRONIC SUBMISSIONS/RESPONSES:

This opportunity allows for electronic responses. Electronic offers will be submitted with “**(RFQ) 19AS2021Q0004-V2 Pre-Boxed Lodging Kits**” listed in the subject line to the following email address Costank@state.gov one day prior to the written proposal due date. No electronic proposals will be accepted after this time.

Quotations are due by **5pm March 5th, 2021**.

Sincerely,

Ryan R. Ruta

A/GSO Contracting Officer

SOLICITATION FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER

PAGE 2 OF 8

PR9599429

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER 19AS2021Q0004-V2	6. SOLICITATION ISSUE DATE 02/08/2021
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Kate Costan	b. TELEPHONE NUMBER(No collect calls) +61 2 62145934	8. OFFER DUE DATE: 03/05/2021 LOCAL TIME : 5.00pm

10. THIS ACQUISITION IS		<input checked="" type="checkbox"/> UNRESTRICTED	<input type="checkbox"/> SET ASIDE: ____ % FOR:
<input type="checkbox"/> SMALL BUSINESS		<input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS	
<input type="checkbox"/> HUBZONE SMALL BUSINESS		<input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS:	
<input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS		<input type="checkbox"/> EDWOSB	
		<input type="checkbox"/> 8 (A)	SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING
			14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP

15. DELIVER TO U.S. EMBASSY WAREHOUSE CANBERRA U18 CENTRE COURT, 1 PIRIE ST FYSHWICK ACT 2609 AUSTRALIA	16. ADMINISTERED BY GSO PROCUREMENT, U.S. EMBASSY CANBERRA 21 MOONAH PLACE YARRALUMLA ACT, 2600 AUSRTRALIA
---	--

17a. CONTRACTOR/OFFERER TELEPHONE NO.	18a. PAYMENT WILL BE MADE BY Electronic Funds Transfer.
--	--

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

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

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1.	Pre-Boxed Lodging Kit, Two Person Household.	15	Package		
2.	Pre-Boxed Lodging Kits, Four Person Household.	40	Package		
3.	Pre-Boxed Lodging Kits, Six Person Household.	10	Package		
(Please refer to the scope of work on page 4)					

25. ACCOUNTING AND APPROPRIATION DATA

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

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

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

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

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

30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) Ryan R. Ruta	31c. DATE SIGNED
---	------------------	--	------------------

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
4	Direct delivery and crating charges. Delivery Address. U.S. EMBASSY WAREHOUSE CANBERRA U18 CENTRE COURT, 1 PIRIE ST FYSHWICK ACT 2609 AUSTRALIA <p style="text-align: center;">“Vendor to deliver by April 23rd, 2021”</p>	1	Service		

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER
38. S/R ACCOUNT NO.	39. S/R VOUCHER NO.	40. PAID BY EFT			
41.a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (<i>Location</i>)		
			42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS	

STATEMENT OF WORK

SUPPLY & DELIVERY OF PRE-BOXED LODGING KITS

1.0 Overview

The United States Government (USG) has a requirement for the supply of pre-boxed household lodging kits, to be delivery to our Warehouse address in Fyshwick, Australia by April 23rd, 2021.

2.0 Scope Description

The contractor to supply pre-boxed household lodging kits for two, four & six-person households. Each kit must include all the items listed below and to be pre-packed into boxes.

2.1 Two Person Household Lodging Kit,

ITEM NUMBER 1, <u>15</u> COMPLETE KITS TO BE SUPPLIED		
Two Person Household Lodging Kit		
Description	Quantity	Unit
Kitchen Items		
Steak Knives Set, minimum 4-piece set	1	Set
3 Piece Kitchen Knife Set	1	Set
Cutlery Tray, White	1	Each
Plastic Colander, White	1	Each
Wing Wine Cork Puller	1	Each
2 Quart/2 Litres Plastic Pitcher	1	Each
Stainless Flatware/Cutlery Set , minimum 16-piece set	1	Set
Hi-Ball Beverage Glasses, minimum 4-piece set	1	Set
Wine Glasses, minimum 4-piece set	1	Set
Salt and Pepper Set, Glass	1	Set
Dish Drainer and Mat Set	1	Set
20 Quart Kitchen Wastebasket	1	Each
Bottle Opener/Can Piercer	1	Each
Vegetable Peeler, White Handle	1	Each
Manual Can Opener	1	Each
Measuring Cup and Spoon Set	1	Set
20 Quart/20 Litres Kitchen Wastebasket	1	Each
White Poly Cutting Board, 8" x 11"	1	Each
3 Piece Kitchen Towel Set, Natural	1	Set
Microwave Cookware Set, minimum 12-piece set	1	Set
Mixing Bowl Set with Covers, minimum 8-piece set	1	Set
Pyrex Baking Dish 2 Qt/2 Litre 8" X 8"	1	Each
Pyrex Baking Dish 3 Qt/3 Litre 9" X 13"	1	Each
Dinnerware set, minimum 16-piece set, which includes: - Dinner Plates - Side Plates - Bowls - Mugs/Coffee Cups	1	Set
Induction Capable Steel Cookware Set, minimum 7-piece set	1	Set

Stainless & Nylon Utensil Set with Holder, minimum 6-piece set	1	Set
Bedroom Items		
Queen Bed Fitted Mattress Protector	1	Each
Queen Bed White Fitted Sheet (180 Thread Count or Higher)	1	Each
Queen Bed White Flat Sheet (180 Thread Count or Higher)	1	Each
Standard Size White Pillowcases (180 Thread Count or Higher)	2	Each
Standard Size Polly Fill Pillows (Allergy Free)	2	Each
Quality Queen Bed Blanket (Warm for Cold Climate)	1	Each
Queen Bed Bedspread	1	Each
Bathroom Items		
Bathmat Heavy Weight (White) at least 400 GSM and 100% cotton	1	Each
Quality Bath Towel (White) at least 400 GSM and 100% cotton	2	Each
Quality Face Cloth (White) at least 400 GSM and 100% cotton	2	Each
Quality Hand Towels (White) at least 400 GSM and 100% cotton	2	Each
Toilet Brush & Holder	1	Set
Laundry Items		
Plastic Coat Hangers	24	Each
Laundry Basket	1	Each
Dustpan & Brush	1	Set

2.2 Four Person Household Lodging Kit,

ITEM NUMBER 2, 40 COMPLETE KITS TO BE SUPPLIED		
Four Person Household Lodging Kit		
Description	Quantity	Unit
Kitchen Items		
Steak Knives Set, minimum 4-piece set	1	Set
3 Piece Kitchen Knife Set	1	Set
Cutlery Tray, White	1	Each
Plastic Colander, White	1	Each
Wing Wine Cork Puller	1	Each
2 Quart/2 Litres Plastic Pitcher	1	Each
Stainless Flatware/Cutlery Set , minimum 16-piece set	1	Set
Hi-Ball Beverage Glasses, minimum 4-piece set	1	Set
Wine Glasses, minimum 4-piece set	1	Set
Salt and Pepper Set, Glass	1	Set
Dish Drainer and Mat Set	1	Set
20 Quart Kitchen Wastebasket	1	Each
Bottle Opener/Can Piercer	1	Each
Vegetable Peeler, White Handle	1	Each
Measuring Cup and Spoon Set	1	Set
20 Quart/20 Litres Kitchen Wastebasket	1	Each
Manual Can Opener	1	Each
White Poly Cutting Board, 8" x 11"	1	Each

3 Piece Kitchen Towel Set, Natural	1	Set
Microwave Cookware Set, minimum 12-piece set	1	Set
Mixing Bowl Set with Covers, minimum 8-piece set	1	Set
Pyrex Baking Dish 2 Qt/2 Litre 8" X 8"	1	Each
Pyrex Baking Dish 3 Qt/3 Litre 9" X 13"	1	Each
Dinnerware set, minimum 16-piece set, which includes: - Dinner Plates - Side Plates - Bowls - Mugs/Coffee Cups	1	Set
Induction Capable Steel Cookware Set, minimum 7-piece set	1	Set
Stainless & Nylon Utensil Set with Holder, minimum 6-piece set	1	Set
Bedroom Items		
Queen Bed Fitted Mattress Protector	1	Each
Queen Bed White Fitted Sheet (180 Thread Count or Higher)	1	Each
Queen Bed White Flat Sheet (180 Thread Count or Higher)	1	Each
Standard Size White Pillowcases (180 Thread Count or Higher)	2	Each
Standard Size Polly Fill Pillows (Allergy Free)	2	Each
Quality Queen Bed Blanket (Warm for Cold Climate)	1	Each
Queen Bed Bedspread	1	Each
Twin Bed Fitted Mattress Protector	1	Each
Twin Bed White Fitted Sheet (180 Thread Count or Higher)	2	Each
Twin Bed White Flat Sheet (180 Thread Count or Higher)	2	Each
Standard Size White Pillowcases (180 Thread Count or Higher)	2	Each
Standard Size Polly Fill Pillows (Allergy Free)	2	Each
Quality Twin Bed Blanket (Warm for Cold Climate)	2	Each
Twin Bed Bedspread		
Bathroom Items		
Bathmat Heavy Weight (White) at least 400 GSM and 100% cotton	2	Each
Quality Bath Towel (White) at least 400 GSM and 100% cotton	4	Each
Quality Face Cloth (White) at least 400 GSM and 100% cotton	4	Each
Quality Hand Towels (White) at least 400 GSM and 100% cotton	4	Each
Toilet Brush & Holder	2	Set
Laundry Items		
Plastic Coat Hangers	24	Each
Laundry Basket	1	Each
Dustpan & Brush	1	Set

2.3 Six Person Household Lodging Kit,

ITEM NUMBER 3, 10 COMPLETE KITS TO BE SUPPLIED		
Six Person Household Lodging Kit		
Description	Quantity	Unit
Kitchen Items		
Steak Knives Set, minimum 6-piece set	1	Set
3 Piece Kitchen Knife Set	1	Set

Cutlery Tray, White	1	Each
Plastic Colander, White	1	Each
Wing Wine Cork Puller	1	Each
2 Quart/2 Litres Plastic Pitcher	1	Each
Stainless Flatware/Cutlery Set , minimum 24-piece set	1	Set
Hi-Ball Beverage Glasses, minimum 6-piece set	1	Set
Wine Glasses, minimum 6-piece set	1	Set
Salt and Pepper Set, Glass	1	Set
Dish Drainer and Mat Set	1	Set
20 Quart Kitchen Wastebasket	1	Each
Bottle Opener/Can Piercer	1	Each
Vegetable Peeler, White Handle	1	Each
Manual Can Opener	1	Each
Measuring Cup and Spoon Set	1	Set
20 Quart/20 Litres Kitchen Wastebasket	1	Each
White Poly Cutting Board, 8" x 11"	1	Each
3 Piece Kitchen Towel Set, Natural	1	Set
Microwave Cookware Set, minimum 12-piece set	1	Set
Mixing Bowl Set with Covers, minimum 8-piece set	1	Set
Pyrex Baking Dish 2 Qt/2 Litre 8" X 8"	1	Each
Pyrex Baking Dish 3 Qt/3 Litre 9" X 13"	1	Each
Dinnerware set, minimum 16-piece set, which includes: - Dinner Plates - Side Plates - Bowls - Mugs/Coffee Cups	2	Set
Induction Capable Steel Cookware Set, minimum 7-piece set	1	Set
Stainless & Nylon Utensil Set with Holder, minimum 6-piece set	1	Set
Bedroom Items		
Queen Bed Fitted Mattress Protector	1	Each
Queen Bed White Fitted Sheet (180 Thread Count or Higher)	1	Each
Queen Bed White Flat Sheet (180 Thread Count or Higher)	1	Each
Standard Size White Pillowcases (180 Thread Count or Higher)	2	Each
Standard Size Polly Fill Pillows (Allergy Free)	2	Each
Quality Queen Bed Blanket (Warm for Cold Climate)	1	Each
Queen Bed Bedspread	1	Each
Twin Bed Fitted Mattress Protector	4	Each
Twin Bed White Fitted Sheet (180 Thread Count or Higher)	4	Each
Twin Bed White Flat Sheet (180 Thread Count or Higher)	4	Each
Standard Size White Pillowcases (180 Thread Count or Higher)	4	Each
Standard Size Polly Fill Pillows (Allergy Free)	4	Each
Quality Twin Bed Blanket (Warm for Cold Climate)	4	Each
Twin Bed Bedspread		
Bathroom Items		
Bathmat Heavy Weight (White) at least 400 GSM and 100% cotton	2	Each

Quality Bath Towel (White) at least 400 GSM and 100% cotton	6	Each
Quality Face Cloth (White) at least 400 GSM and 100% cotton	6	Each
Quality Hand Towels (White) at least 400 GSM and 100% cotton	6	Each
Toilet Brush & Holder	2	Set
Laundry Items		
Plastic Coat Hangers	24	Each
Laundry Basket	1	Each
Dustpan & Brush	1	Set

3.0 Delivery & Timeframe Requirements

3.1 Delivery Address.

3.1.1 U.S. EMBASSY CANBERRA WAREHOUSE
U18 CENTRE COURT, 1 PIRIE ST
FYSHWICK ACT 2609 AUSTRALIA

3.2 All items must be delivered to our Warehouse by April 23rd, 2021.