

Date 06/19/2020

Dear Prospective Quoter:

SUBJECT: Request for Quotations Number:  
**19AS2020P0316 Workers Compensation Insurance. MELBOURNE, VICTORIA.**

The Embassy of the United States of America invites you to submit a quotation for Workers Compensation Insurance for the US Consulate offices located in Melbourne, Victoria and Perth, WA .

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer Ryan Ruta, US Embassy Canberra, Moonah Place, Yarralumla, ACT 2600 on or before 10:00 am Local Canberra Time on **June 30th, 2020** .

ELECTRONIC SUBMISSIONS/RESPONSES:

This opportunity allows for electronic responses. Please submit your offer 24 Hrs prior to the response date and time. Electronic submissions with the subject line:

**“19AS2020P0316 Workers Compensation VIC”**

To the following email address [kundso@state.gov](mailto:kundso@state.gov)

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449 BLOCKS 17a, 24, 30a and 30 b
2. Section A

Direct any questions regarding this request for quotations to **Stephen Kund** by letter or by telephone **(02) 6214-5779** during regular business hours.

Regulation of Worker’s Compensation Insurance - Contractor shall be licensed by or act on behalf of, the New South Wales workers’ compensation authority and provide worker’s compensation coverage as required in [Accident Compensation Act 1985](#); [Accident Compensation \(WorkCover Insurance\) Act 1993](#); and, [Accident Compensation \(Miscellaneous Amendment\) Act 1997](#)

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

**It is recommended that potential vendor register in the SAM** (System for Award Management) Database <https://www.sam.gov>

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

<b>CONTRACT FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER <b>PR9189040</b>	PAGE 1 OF <b>1 of 3</b>
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER <b>19AS2020P0316</b>	6. SOLICITATION ISSUE DATE <b>6/19/2020</b>	
7. FOR SOLICITATION INFORMATION CALL:	a. NAME <b>Stephen Kund</b>		b. TELEPHONE NUMBER(No collect calls) <b>02 62145779</b>	8. OFFER DUE DATE/ LOCAL TIME <b>06/30/2020, 10 AM</b>	
9. ISSUED BY <b>U.S. Embassy Canberra (GSO)</b>  <b>123 Main Street</b>  <b>GSO</b> <b>Moonah Place</b>  <b>Yarralumla ACT 2600</b> <b>Email: <a href="mailto:canberragoquotations@state.gov">canberragoquotations@state.gov</a></b>		CODE	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <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)  SET ASIDE: ___ % FOR:  SIZE STANDARD:		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  SEE SCHEDULE	12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING  14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO  <b>U.S. Embassy Canberra</b> <b>RHRO</b> <b>Moonah Place</b> <b>Yarralumla ACT 2600</b>		CODE	16. ADMINISTERED BY  <b>Ryan Ruta</b> <b>Contracting Officer,</b> <b>U.S. Embassy, Canberra</b>		
17a. CONTRACTOR/ OFFERER	COD E	FACILITY CODE	<b>750757510</b>	18a. PAYMENT WILL BE MADE BY <b>Financial Management Office</b> <b>U.S. Embassy Canberra</b> <b>Moonah Place</b> <b>Yarralumla, ACT 2600</b> <b>Email: <a href="mailto:cnbcustservice@state.gov">cnbcustservice@state.gov</a></b>	
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

	Workers' compensation insurance coverage for locally employed staff at the U.S. Consulate Melbourne, Victoria from July 01, 2020 to June 30, 2021.	1	Year		
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>	
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 1 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 <i>(SIGNATURE OF CONTRACTING OFFICER)</i>		
30b. NAME AND TITLE OF SIGNER <i>(Type or print)</i>	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>		31c. DATE SIGNED	
		Ryan Ruta			

**CONTINUATION TO SF-1449  
RFQ NUMBER - 19AS2020Q0001  
PRICES, BLOCK 23**

**I. SCOPE OF CONTRACT**

- (1) The contract is a firm fixed price contract to provide workers compensation insurance coverage to all locally employed employees to the U.S. Embassy Consulates located Melbourne, Victoria. The price listed below shall include all labor, materials, insurance (see FAR 52.228-3 and 52.228-5), overhead, and profit.
- (2) The contract will be for a one-year period from the date of the contract award.
- (3) The Contractor shall possess all permits, licenses, and any other appointments required for the prosecution of work under this contract, all at no additional cost to the Government. The Contractor shall perform this contract in accordance with local laws. The Contractor is required to be an approved Workers Compensation Insurer under the Workers Compensation Act 1951.
- (4) The U.S. Mission in Australia promotes a safe and healthy workplace for employees and contractors by establishing a Safety, Health and Environmental Management (SHEM) program and participating in the Return to Work Policy

**II. PRICING**

- (1) The U.S. Embassy, Australia will pay the fixed price annual premium below based on our total estimated annual salaries for the given year. All prices shall include General Services Tax (GST).
- (2) The Government’s premium shall be calculated on the total estimated annual salaries amount in conjunction with the claims history for the previous year. The current claims history will be provided upon request only to eligible approved Workers Compensation Insurers under the Workers Compensation Act 1951.
- (3) The Government will provide a signed statement of the actual amounts of the wages for each six month reporting period of the policy period. If the actual amount of the total wages differs from the information on which the premium for that year was calculated, the premium will be adjusted at the completion of the policy period.
- (4) At the end of the contracted period the vendor will recalculate the premium based upon the actual annual salaries for the year and the actual amount of claims submitted for that contracted year, the vendor shall then provide the US Embassy with either a credit amount or a deficit/bill for the outstanding amount.
- (5) If at any time during performance of the contract the Government finds that the Contractor has been overpaid because the number of employees covered has decreased, the Contracting Officer may either allow that overpayment to be credited to the Government’s account or require that the Contractor refund the overpayment. If the Contracting Officer requests a refund, the Contractor shall make that refund to the Government within ten calendar days of receipt of the request.
- (6) U.S. vendors desiring to be paid in U.S. dollars should submit their offers in U.S. dollars. A U.S. firm is defined as a company which operates as a corporation incorporated under the laws of a state within the United States. Foreign firms: Any firm, which is not a U.S. firm, is a foreign firm. Any firm that does not meet the above definition of U.S. firm shall submit its prices and receive payment in local currency.

**2. Section A. Base Year – July 01, 2020 to June 30, 2021.**

<b>Workers Compensation Insurance Pricing Schedule – Embassy Consulate, Melbourne, Victoria.</b>	
Estimated Annual Wages	<b>AUD \$3,640,000.00</b>
Industry Rate	

Yearly Premium	
*Default Insurer Fund (DIF Levy)	
Goods & Services Tax (10% GST)	
<b>Total Yearly Premium</b>	