



*Embassy of the United States of America  
General Services Office  
Yaounde, Cameroon*

**SCOPE OF WORK**

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**Product/service required: Generator Set Exhaust Repair**

**1.0 SUMMARY**

The Department of State (DOS) has requirements for a qualified contractor with U.S. Government construction and IBC (International Building Code) with experience meeting ASTM (American Society for Testing and Materials) The Contractors will be required to Replace the Exhaust flange pipe and Repair all Exhaust leakage on both Generators. The Contractor will, in accordance with the terms and conditions set forth below, furnish all supervision, labor, management, facilities, supplies, equipment and material, and all required services necessary for the turn-key performance of the work. The Contractor will provide the required services to the U.S. Government as described in the requirements below and meet or exceed and ASTM (American Society for Testing and Materials) standards. Contractors must exhibit similar prior successful experience working within United States Government safety OSHA (Occupational Safety and Health Administration) safety and IBC (International Building Code) compliance for consideration. All work shall take no more than 15 business days from mobilization.

**NB: At least one of the generator Sets should be functional at all time.**

**2.0 REQUIREMENTS AND DESCRIPTION OF WORK**

The Exhaust flange pipe on one of the generators will be replaced, the exhaust cap on both generator needs to be replaced, all the exhaust leakages both smoke and water needs to be repaired.

**MANUFACTURER: CATERPILLAR  
RATING: 1275KVA/1020KW  
MODEL: 3512**

**3.0 LIST OF TASKS TO BE PERFORMED**

- Replace Exhaust flange pipe
- Replace Two Exhaust Cap on both Generators Set
- Stop all leaks on both Generator Set

- The Exhaust flange pipe and the Exhaust caps are to be procured by the Embassy.
- Any additional material the contractor will furnish it.

#### **4.0 TYPE OF SERVICE**

This is a firm fixed price service payable entirely. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The contract price will not be adjusted due to fluctuations in currency exchange rates.

#### **5.0 PERIOD OF PERFORMANCE**

The service will be for a period of 15Days plus or minus 2Days after receipt of a purchase order.

#### **6.0 GENERATOR SET EXHAUST REPAIRS**

The contractor shall provide all materials needed apart from The Exhaust flange pipe and the Exhaust caps. The contractor shall provide Supervision, labor, tools, and equipment to perform this work. All personnel working in the vicinity shall wear and /or use safety protection while work is performed. Any questions or injuries shall be brought to the attention of the Post Occupation Safety and Health Officer (OSHA). Material Safety Data Sheets (MSDS) shall be provided by the contractor for all HAZMAT materials. Copies will be provided to the COR for approval.

#### **7.0 HOURS OF PERFORMANCE**

The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. The Contractor shall deliver standard services between the hours of 7.30 AM and 5.00 PM Monday through Friday. No work shall be performed on US Government and local holidays.

#### **8.0 ACCESS TO GOVERNMENT BUILDINGS AND STANDARDS OF CONDUCT**

8.1 General. The Contractor shall designate a representative who shall supervise the Contractor's technicians and be the Contractor's liaison with the American Embassy. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purpose. Contractor employees shall have access to the equipment and equipment areas and will be escorted by Embassy personnel.

8.2 Personnel Security. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor shall provide the names, biographic data and police clearance on all Contractor personnel who shall be used on this Contract prior to their utilization. Submission of information shall be made within 05 days of award of contract. **No technician will be allowed on site without prior authorization. Note: this may include cleared personnel if advance notice of visit is not given at least one week before the scheduled visit.**

8.2.1 Vehicles. Contractor vehicles will not be permitted inside the embassy compound without prior approval. If you need to have vehicle access please submit your vehicle information (Make, Model, License Plate #) along with a written justification as to why access is necessary. This should be submitted to the Facility Manager at least one (1) week prior to the visit.

8.2.1 Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identity card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the Government. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

8.3 Security Clearances. Security clearances are not a requirement for performance on this contract, as there will be no access to classified information or areas.

8.3.1 The Contractor must comply with all of the following requirements relating to the protection of U.S. Embassy in Yaounde, Cameroon Diplomatic personnel, property and compound project information and cooperate fully in all security matters Sensitive But Unclassified (SBU) and information that may arise relating to this contract.

Contractor personnel may also be exposed to various documents and signs, including Post notices, event schedules, DoS regulations and conversations or announcements relating to the operation of the U. S. Embassy Yaounde and diplomatic personnel. This information should not be shared with anyone not employed by or falling under the protection of the Embassy.

Contractor personnel may be exposed to various documents, such as blueprints, drawings, sketches, notes, surveys, reports, photographs, and specifications, received or generated in conjunction with this contract. These documents contain information associated with diplomatic facilities for the U.S. Department of State. These documents have been marked with the handling designations "Unclassified" or "Sensitive But Unclassified" and US Government warnings against reproduction and distribution. These documents require special handling and dissemination restrictions. All handling designations and warnings on original documents must be reproduced on subsequent copies.

The loss, compromise, or suspected compromise or loss of any SBU information, contract related information (personnel files, payroll information, etc.), any post or diplomatic facility related information (documents, notes, drawings, sketches, surveys, reports, exposed film, negatives, or photographs), or ANY information which may adversely affect the security interests of the United States, must be immediately brought to the attention of the Contracting Officer (CO) and Contracting Officer's Representative (COR).

Photographs of any diplomatic overseas building or facility must be authorized in advance by the COR and Regional Security Officer (RSO), who will establish any controls, limits, and/or restrictions as necessary. Exposed film depicting any Controlled Access Area and/or sensitive equipment must be developed in a U.S.- controlled environment by appropriately cleared personnel. No further dissemination, publication, duplication, or other use beyond that which was requested and approved is authorized without specific, advance approval from DS. DS reserves the right to demand retention of all copies of said photographs and/or negatives, following fulfillment of the previously authorized usage.

Transmission of any information marked Sensitive But Unclassified (SBU) or contract/personnel sensitive information, via the Internet, is prohibited. SBU information can be transmitted via ProjNet, mail, FedEx (or other commercial carrier) or fax, or handcarried by authorized contractor personnel.

Discussion of U.S. Diplomatic post activities while not on post, to include in homes, hotel rooms, restaurants and all other public places, is prohibited. Any contact with host or third country nationals that seems suspicious (such as undue curiosity in the project or project personnel) shall be reported immediately to the COR and RSO.

The Contractor and its employees shall exercise utmost discretion in regard to all matters relating to their duties and functions. They shall not communicate to any person any information known to them by reason of their performance of services under this contract which has not been made public, except to the extent necessary to perform their required duties in the performance of the contract requirements or as provided by written authorization of the Contracting Officer. All documents and records (including photographs) generated during the performance of work under this contract shall be for sole use of and shall become the exclusive property of the U.S. Government. No article, book, pamphlet, recording, broadcast, speech, television appearance, film or photograph concerning any aspect of the work performed under this contract shall be published or disseminated through any media, to include company or personal websites, without the prior written authorization of the Contracting Officer. These obligations do not cease upon the expiration or termination of this contract or at any other point in time. The Contract shall include the substance of this provision in all subcontracts hereunder.

#### 8.4 Standards of Conduct

8.4.1 General. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee shall adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The

Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.

8.4.2 Uniforms and Personal Equipment. The Contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The Contractor shall provide, to each employee and supervisor, uniforms and personal equipment. The Contractor shall be responsible for the cost of purchasing, cleaning, pressing, and repair of the uniforms.

8.4.3 Neglect of Duties. Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

8.4.4 Disorderly Conduct. The Contractor shall not condone disorderly conduct, use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

8.4.5 Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

8.4.6 Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These circumstances include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.

8.4.7 Key Control. The Contractor **will not** be issued any keys. The keys will be checked out from Post 1 by the COR on the day of service requirements.

8.4.8 Notice to the Government of Labor Disputes. The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

- A. **Price Quote Due Date:** All quotes must be marked (**Subject RFQ – PR9406186 – Generator set Exhaust Repair**) and submitted on or before **December 07, 2020** at 02pm local time via email to [Yaounde\\_procurement@state.gov](mailto:Yaounde_procurement@state.gov)
- B. **Site Visit:** A site visit will be conducted on **November 19, 2020** at 10:00 a.m. here at the U S Embassy. Kindly send the name of the person attending by email to [Yaounde\\_procurement@state.gov](mailto:Yaounde_procurement@state.gov) on or before **November 17, 2020**.
- C. **Contract vehicle:** Open Market.

**D. Set-aside restrictions?** There are no set-aside restrictions for this procurement.

**E. Meet or Exceed?** Offers must meet or exceed requested specifications as described herein.

**F. Award Type:** Government Purchase Order.

Award will be made to the **lowest priced, technically acceptable**, responsible offeror. Proposals shall include proof of prior experience.

The Government reserves the right to reject proposals that are unreasonably low or high in price. The Government will determine quoter responsibility by analyzing whether the apparent successful quoter 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

**G. Offer validity:** 60 days

**Applicable FAR clauses:** The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

**DBA and SAM Registration:** Vendors must acquire DBA insurance and be registered in SAM (System for Award Management) to be eligible for awards with the US Government

**Contracting Authority:** This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.