US Embassy Windhoek  
GSO/Contracting Unit  
P O Box 12029  
Windhoek, Namibia

Dear Prospective Quoter

Subject: Solicitation Number 19WA8022Q0017 Make Ready and Repairs.

Enclosed is a Request for Quotation (RFQ) for Residential Property Make Ready and Repairs. If you would like to submit a proposal/quotation, follow the instructions contained in the solicitation package, complete the required portions of the attached documents, and submit it to the address shown on the Standard Form 1442 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order 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.

A pre-proposal site visit has been scheduled on **July 07, 2022, at 09h00 am local time**, Contractors should RSVP for the site visit to receive the address. Submit any questions you may have concerning solicitation documents in writing by **July 05, 2022**. Responses will be sent in writing to all contractors who attended the conference and will be posted on the website.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed Solicitation Number 19WA8022Q0017 for Make Ready and Repairs — Attn: Contracting Officer, U.S. Embassy Windhoek, 14 Lossen Street, Ausspannplatz, Windhoek, Namibia and received in hardcopy on or before **17:00 pm local time on July 17, 2022**. No proposal will be accepted after this time.

Complete the offer portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company or the proposal may be considered unacceptable and may be rejected.

For a proposal to be considered, you must complete and submit the following:

1. Section A and Attachment 1, Breakdown of Price by Divisions of Specifications;
2. Section L, Representations and Certifications;
3. Bar chart illustrating sequence of work to be performed;
4. Additional information as required in Section J

The contract will be a firm and fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and material that will be required to complete the project and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is **45 calendar days**, commencing on the date on the notice to proceed. In the event of unauthorized or unexcused delay in completing the project, liquidated damages in the amount of NADI,200 per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

“NOTE: Registration in the US System for Award Management (SAM) database is mandatory to be considered for award and the offeror must be actively registered in SAM at time of proposal submission. If not, the proposal may be rejected for being non responsible and the proposal will not be considered. Offerors may obtain information on registration and annual confirmation requirements via the internet at the help tab of [https://sam.gov](https://sam.gov).”

The guidelines for registration in SAM are available at: [https://www.statebuy.state.gov/pd/Pages(AdditionalVendorReg.aspx](https://www.statebuy.state.gov/pd/Pages(AdditionalVendorReg.aspx)

The Offeror shall include Defense Base Act (DBA) insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at [http://www.dol.gov/owcp/dlwac/lscarrier.htm](http://www.dol.gov/owcp/dlwac/lscarrier.htm) and you are also welcome to use Clements Worldwide at sgomez@clements.com

Please direct any questions regarding this solicitation to the Contracting Officer by email WHKProc@state.gov

Sincerely,
Nathaniel Savio
Nathaniel R. Savio
Contracting Officer