



Embassy of the United States of America

February 25, 2021

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

Dear Prospective Quoter

Subject: Solicitation Number 19WA8021Q0006 for Residential Property Make Ready.

Enclosed is a Request for Quotation (RFQ) for Make Ready and Repairs at a Residential Property. 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 conference has been scheduled on **March 16, 2021 at 09:00 am local time (Contractors should RSVP for the site visit to receive the address)**. All participants should wear face masks. Submit any questions you may have concerning solicitation documents in writing by **March 12, 2021**. 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 Make Ready – 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 March 23, 2021**. 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 make ready completion time is 60 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 NAD1,200 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.

All contractors have to be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

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

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

Sincerely,

Nathaniel Savio
Nathaniel R. Savio
Contracting Officer