General Service Office
Thadeua Rd Km9,
Ban Somvang Tai,
Hatsayfong District,
Vientiane Capital, Laos.

Date: 3/31/2022

Dear Prospective Quoter:

The Embassy of the United States of America invites you to submit a quotation for
19LA9022Q0018_All in-charge to export (HHE) for FMO

The request for quotations (RFQ) consists of the following sections:

1. Completed “SF-18”

2. Statement of work.

U.S. Federal Acquisition Regulation (FAR) requires that contractors be registered in the system
award management (SAM) prior to being awarded a purchase order. Contractors, who are not registered
with SAM, may not be awarded the purchase order. This requirement applies to all acquisitions for
oversea vendors that greater than $30,000. Go to the link https://www.sam.gov

Direct any questions regarding this solicitation to: VientianeProcurement@state.gov

The Embassy plans to award a purchase order. You are encouraged to make your
quotation competitive. You are also cautioned against any collusion with other potential offerors
regarding price quotations to be submitted. The RFQ does not commit the American Embassy to make
any award. The Embassy may cancel this RFQ or any part of it. Please read the RFQ carefully, and if you
are interested, submit your quotation. Return the completed SF-18 to the address shown in block 5a of the
SF-18 by 4:00PM, Local time: on April 12, 2022.

For local purchasing only.

Oral quotation will not be accepted, and No proposal will be accepted after this time.

Sincerely,

Christopher Smith
Contracting Officer
**REQUEST FOR QUOTATION**

**THIS IS NOT AN ORDER**

1. **REQUEST NO.**
   19LA902200018

2. **DATE ISSUED**
   3/31/2022

3. **REQUISITION/PURCHASE REQUEST NO.**
   PR10653253

4. **CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1**
   RATING

5a. **ISSUED BY**
   United States Embassy
   Vientiane Lao PDR

5b. **FOR INFORMATION CALL (NO COLLECT CALLS)**
   Thadeua Road Kilometer 9

6. **DELIVER BY**
   (Date)

7. **DELIVERY**

8. **TO:**
   a. **NAME**
   b. **COMPANY**
   c. **STREET ADDRESS**
   d. **CITY**
   e. **STATE**
   f. **ZIP CODE**

9. **DESTINATION**
   a. **NAME OF CONSIGNEE**

10. **PLEASE FURISH QUOTATIONS TO THE ISSUING OFFICE IF BLOCK 5a OF OR BEFORE CLOSE OF BUSINESS (Date)**
   April 12, 2022

**NOTE:** This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quotation. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoters.

11. **SCHEDULE (Include applicable Federal, State and local taxes)**

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<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/ SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All in charge to export HHE (custom clearance, transportation, packing &amp; crating, freight charge, storage fee) for O’Donnell, Hare (Door to Port) from Vientiane to: HHE: Door to Port Consignee: American Embassy C/O: O’Donnell, Hare 8 Kamal EL-Din Salah St. Garden City Cairo, Egypt. Port of arrival: Alexandria old port</td>
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12. **DISCOUNT FOR PROMPT PAYMENT**

   a. **10 CALENDAR DAYS (%)**
   b. **20 CALENDAR DAYS (%)**
   c. **30 CALENDAR DAYS (%)**
   d. **CALENDAR DAYS**

13. **NAME AND ADDRESS OF QUOTER**

14. **SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION**

15. **DATE OF QUOTATION**

16. **SIGNER**

17. **NAME (Type or print)**

18. **TELEPHONE**

19. **AREA CODE**

20. **STATE**

21. **ZIP CODE**

22. **TITLE (Type or print)**

23. **NUMBER**

**AUTHORIZED FOR LOCAL REPRODUCTION**

Previous edition not usable

**STANDARD FORM 18 (REV. 8-95)**

Prescribed by GSA-FAR (48 CFR) 53.215-1(a)
Statement of work

We have received Pack out request from our American officer, with regards his international relocation move from Vientiane Laos to destination as below (Door to airport only).

**HHE:** Door to Port  
Consignee: American Embassy  
C/O: O’Donnell, Hare  
8 Kamal EL-Din Salah St. Garden City Cairo, Egypt.  
Port of arrival: Alexandria old port

We need you to do the survey on June 27, 2022 at 10:00 AM at, Donnokhoun. Also, we like to have the cost estimated quotation ASAP, for packing, transportation, handling charges for Air/Sea shipment and Freight & US and Egypt Carrier’s charges. Please do not hesitate to contact us for further assistance.

The maximum authorized weight for Sea Freight (HHE) 7,200 lbs/3,265 kg (gross)

Shipper Name c/o U. S. Embassy, Vientiane Laos

Phone: 021 487205

Email Address: ChansavangV@state.gov

Origin Pack & Survey Address: Donnkkoum village, Sisattanak Districk, Vientiane Laos

PLEASE CONTACT us upon receipt of this notification to arrange a date and time for pre-move survey and pickup.

A PREMOVE SURVEY MUST BE COMPLETED ON THIS SHIPMENT.

- Please stay within the weight parameters once provided. Any weight over the listed weight allowance will be shipped at employee’s expense.
- The employee must sign the survey. Those signed copies must be provided to the employee and U.S. Embassy.
- The survey must list the weight of each specific shipment.
- Please note a formal survey MUST be completed for EACH authorized shipment.

**NOTE:** Please send the packing/fright/transportation/handling and Carrier/Freight charges to: Vongsackdac@state.gov

UAB shipments MUST be packed in maximum 15 cube Tri-wall Containers. NO EXCEPTIONS.

HHE shipments MUST be packed in STANDARD, (200cft - 250cft) BRAND NEW LIFTVANS. NO EXCEPTIONS.

*Liftvans and Tri-walls must be loaded at residence and sealed with the shipper present.*
Statement of work

When the shipment is packed and ready, please e-mail this office with the weights, pieces, cubes and inventories. U. S. Embassy is required to submit the weight certificate and inventory within 2 days of pickup.

Embassy will provide Shipper’s name and GBL # that pertains to that shipment on all paperwork and invoices.

DO NOT FORWARD this shipment via ocean/air/truck until we have approved routing and have provided consignment instructions.

WE WILL NOT BE HELD LIABLE for mis-routings or additional expenses if our instructions are not followed.

PLEASE FORWARD THE INVOICE FOR ORIGIN SERVICES ALONG WITH THE RATED AWB/OBL.

- Our customer or Embassy is not to be charged with the first 30 days of storage. Storage over 30 days may be billed with approval.
- Origin charges to be billed to U. S. Embassy (address below)
- Origin services are to include pre-move survey, normal set-up and packing, Freight Handling, Transportation Fumigation and clearing of debris.

Please contact this office at once, with any question regarding this shipment.

PRE-MOVE SURVEY

A Pre-Move Survey is required for each of the different allocations given to the Embassy employee, along with a separate cube sheet for each individual shipment.

- UAB - Unaccompanied Air Baggage
- CNS - Consumables (food items perishables)
- HHE - Household Effects
- STG - HHE Storage shipments going to permanent storage

The Surveyor will inspect and determine the volume of each different type of shipment allocated for the move. He will record the volume on a cube sheet for each allocation.

If any special crating is needed for, this must receive approval from the Embassy PRIOR to the packing date. Any crate built without prior approval, will be free of charge to Embassy.

The results of the survey must be emailed or faxed to Embassy as soon as the survey is completed.

PACKING

The Origin Agent (OA) will pack and load the specific allocation to the mode of transportation: AIR OR OCEAN (surface)

UAB

- AIR transportation is packed in Tri-walls. The Tri-wall containers CANNOT be any larger than 15 cu.ft. Typically, agent will use 15 and 10 cube Tri-walls. D containers are not to be used.
- A portable scale will be taken to the site on the day of pack load of the UAB shipment.
Statement of work

- The crew will pack directly into the Tri-wall. Any items that do not fit into the Tri-wall, must have their own carton for shipping, and must meet the size requirements of the airline. Please notify your Shipment Coordinator of any variations outside of the Tri-wall.
- UAB weights and pieces should be reported within 24 hours of the packout. Please email or fax this information to the Shipment Coordinator.
- We must have the Gross weight and the cubic measure of each individual Tri-Wall container in the shipment. NO EXCEPTIONS!
- Then Inventory should be sent with the weight certificate, or within 1-2 days of packing.

HHE

- OCEAN transportation is packed loaded into BRAND NEW LIFTVANS (ISPM-15 required), please stencil on each lift van.
- The interior of all containers or lift vans shall be lined with polyethylene with minimum thickness of .004 inch. Lining must be applied in such a manner that it is free from holes or tears and laps occur only where the ceiling liner meets the side and end liners. The floor of the container must be lined with similar waterproof material. Any other type of waterproof material barrier must have prior approval.
- Please pack efficiently to get the best density possible.
- Metal seals are to be used on all Liftvans. Seal numbers should be recorded on the inventory.
- HHE weights and pieces should be reported within 48-72 hours of the packout. Please email or fax this information to the Shipment Coordinator.
- We must have the Net/Gross weight and the cubic measure of each individual Lift Van or Piece in the shipment.
- Then Inventory should be sent with the weight certificate or within 1-2 days of packing.

Prohibited Items

Perishable Items, Matches, Kerosene, Lamp Oil, Fireworks, Paint Thinner, Aerosols, Car Batteries, Propane Tanks, Gasoline, Sterno, Paints, Ammunition, Chemistry Set, Pesticides, Ammonia, Scuba Tanks, Motor Oil, Charcoal, Fertilizer, Loaded Gun, Liquid Bleach, Chemicals, Cleaning Solvents, Poisons such as weed killer.

Please contact this office at once, with any question regarding this shipment.