



Date: 2/26/2021

General Service Office

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

Dear Prospective Quoter:

The Embassy of the United States of America invites you to submit a quotation for **Request service for supply and installation of like-for-like replacement the Medium Voltage Switchgear.**

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 March 18, 2021**.

For local purchasing only.

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

Sincerely,



Jesse Victor
Contracting Officer



**Like-for-Like Replacement of MV Switchgear
in Vientiane, Laos**

19 February 2021

1.0 INTRODUCTION

1.1 The U.S. Embassy requires the services of a qualified contractor to supply and perform the like-for-like replacement of Medium Voltage (MV) Switchgear at the US Embassy in Vientiane, Laos. The contractor will carry out the activities described as follow.

2.0 GENERAL REQUIREMENTS

- 2.1 The Contractor shall provide labor, materials, equipment, tools, transportation, safety equipment, and supervision required to complete the technical requirements. The Contractor shall be responsible for hiring labor, vendors and shall follow security and safety directives as explained by the Embassy.
- 2.2 The Contractor shall partner closely with the Embassy personnel to assure all minor details of this project are carefully planned and executed according to all U.S. Department of State Safety and Security regulations, applicable codes and standards.
- 2.3 The Contractor shall be aware that they will not be admitted into any area outside of those designated to execute the contract, unless indicated by the authorized Embassy Contractor Officer Representative (COR).
- 2.4 All the work required to execute this contract must be completed as professionally, expeditiously and efficiently as possible.

3.0 SCOPE OF SERVICES

3.1 General Requirement

The Contractor is required to supply the materials listed below and perform the like-for-like replacement of Medium Voltage (MV) Switchgear.

- Schneider RE-BDB, RM6 MV switchgear, 24kV-630A with VIP400 for function B & 200A with VIP45 for function D, 16kA/1s, with remote control 48Vdc. Qty. 1.
- Schneider EMS58582, LONG LIFE BATTERY - 12V - 24A.H. Qty. 1.
- Cable Termination Kit (set). Qty. 1.
- Relay test set, Hi-Pot, Megger. Qty. 1.

3.2 Project Specific Requirement

- All materials shall be approved by an official Dealer of Schneider Electric in Laos or Regional Dealer.
- The Contractor shall be registered for the System Award Management (SAM) of U.S. government.
- The Contractor shall be qualified and certified for Medium Voltage installation in Laos.



**Like-for-Like Replacement of MV Switchgear
in Vientiane, Laos**

19 February 2021

- Contractor shall provide the Schneider Warranty Certification, RM6 modification as built drawings, and a testing and commissioning report.

4.0 PERIOD OF PERFORMANCE

- 4.1 The contractors work shall begin no more than seven (7) calendar days after notification of issuance of an order, this involves the lead time for materials ordering and shipping.
- 4.2 Work shall proceed on Embassy business days only, which are defined as 8:00 to 17:00, Monday to Friday, unless otherwise approved by the Contracting Officer's Representative (COR).

5.0 CONTRACTOR'S RESPONSIBILITY

- 5.1 The Contractor shall be responsible for the professional quality, technical accuracy, and coordination at the site of work.
- 5.2 The Contractor shall identify a Contract Manager who shall be responsible for the overall management of the project and shall represent the Contractor on site at all times. The Contract Manager shall assist during any meetings involved with the project and shall prepare status reports of the contract if requested by the Contractor Officer Representative.
- 5.3 Any cost associated with services subcontracted by the Contractor shall be borne by and be the complete responsibility of the Contractor under the price of this Contract.
- 5.4 The Contractor shall be responsible to comply with State Department security rules, local labor laws, regulations, customs and practices pertaining to labor, safety, security and similar matters. The Contractor shall promptly report all accidents resulting in lost time, property damage or injuries to the Contractor Officer Representative.

6.0 CONTRACTING OFFICER REPRESENTATIVE (COR)

- 6.1 All technical questions concerning the Scope of Work and requirements of the U.S. Embassy Vientiane, Laos service contract shall be directed to the COR: Mr. Anorath Ratanavong at AnorathR@state.gov.
- 6.2 The Contracting Officer Representative (COR) will be the contractor's Point of Contact (POC) at the U.S. Embassy Vientiane. All questions concerning coordination of services shall be directed to the COR.
- 6.3 The assigned Contracting Officer and Contracting Officer's Representative are the sole Point of Contacts (POC) for all technical and contractual discussions or issues regarding the scope of work and its intent and execution. The contractor shall take no direction verbal



**Like-for-Like Replacement of MV Switchgear
in Vientiane, Laos**

19 February 2021

or otherwise from Embassy personnel other than the Contracting Officer or Contract Officer's Representative.

7.0 ACCESS GOVERNMENT OWNED PROPERTY

- 7.1 Contractor employees at all times shall be with a proper security escort provided by either the Contracting Officer or the COR.
- 7.2 The US Embassy reserves the right to deny access to U.S owned and U.S.-operated facilities to any individual. The Contractor shall provide the names, and ID number for all Contractor personnel, but no more than 10 employees.
- 7.3 Without prior approval, contractor vehicles will not be permitted inside the Chancery area.

8.0 STANDARDS OF CONDUCT

- 8.1 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 US Embassy 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.

9.0 SAFETY HEALTH AND ENVIROMENTAL MANAGEMENT

- 9.1 The Contractor shall take all reasonable and proper safety precautions to prevent death or injury to any person or damage to any property and in particular all equipment used by the Contractor shall be used in such a manner and maintained so as to minimize the danger of accident, death, injury, loss or damage arising from the use of such equipment. In addition to relevant statutory requirements, standards and other provisions of this Contract, the Contractor shall have the following requirements:
 - a. The Contractor's personnel shall be knowledgeable with and adhere to all relevant occupational health and safety regulations.
 - b. Ensure that the Contractor's personnel comply with all safety procedures and requirements.
 - c. Ensure that the Contractor's personnel are adequately trained and instructed in the safe and correct usage, handling and operation of materials and equipment relevant



Statement of Work

**Like-for-Like Replacement of MV Switchgear
in Vientiane, Laos**

19 February 2021

to the Services and provide reasonable proof of such to the US Embassy Vientiane, Laos.

- d. Ensure the Contractor's personnel are certified as having completed occupational health and safety training and have been issued all the necessary Personal Protection Equipment (PPE).

END OF STATEMENT OF WORK

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO. 19LA9021Q0015	2. DATE ISSUED 2/26/2021	3. REQUISITION/PURCHASE REQUEST NO. PR9726960	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY United States Embassy Vientiane Lao PDR			Thadeua Road Kilometer 9	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			6. DELIVER BY (Date)	
NAME Sinnakone Southammavong Procurement Agent E-mail: SinnakoneS@state.gov		TELEPHONE NUMBER		7. DELIVERY
		AREA CODE	NUMBER	<input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
		856 21 487 036		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE	
a. NAME		b. COMPANY		b. STREET ADDRESS
c. STREET ADDRESS				c. CITY
d. CITY		e. STATE	f. ZIP CODE	d. STATE
e. ZIP CODE				e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IF BLOCK 5a OF OR BEFORE CLOSE OF BUSINESS (Date) March 18, 2021		IMPORTANT: 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 quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

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

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Request service for supply and installation of like-for-like replacement the Medium Voltage Switchgear "Schneider" or equivalent to RM6 24kV-630A with VIP400 for function B & 200A with VIP45 for function D, 16kA/1s, with remote control 48Vdc and accessories for completing of installation. Refer to attached SOW for detailed requirement	1	Set		

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION		
a. NAME OF QUOTER							
b. STREET ADDRESS							
c. COUNTY			16. SIGNER				
d. CITY			a. NAME (Type or print)		b. TELEPHONE		
					AREA CODE		
e. STATE		f. ZIP CODE	c. TITLE (Type or print)		NUMBER		