



Date: 8/27/2021

**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  
**19LA9021Q0056\_Lodging INFIL/Quarantine JFA 22-1LA.**

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](mailto: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 Sep 13, 2021**.

**For local purchasing only.**

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

Sincerely,

  
**Christopher Smith**  
**Contracting Officer**

**Statement Of Work  
For  
Lodging for quarantine, during JFA and redeployment/transit of JFA 22-1LA**

**DESCRIPTION OF SERVICES:** Provide all necessary labor and equipment and facility to support a lodging for INFIL/Quarantine in Vientiane of JFA 22-1LA.

**Period Of Performance:** September 28 through October 12, 2021.

**Place of Performance:**

In Vientiane downtown, near or easy to access to business area and place to eat (transportation is not provided)

**Specific Requirements:**

The contractor shall perform the following tasks:

- a. The hotel must allow local (Lao) armguard be around in and out at hotel
- b) Located near or easy to access to business area and place to eat (transportation is not provided)
- c) The hotel should be able to accommodate 70 US personnel, three (3) rooms for Lao officials and guards. One day of usage of conference room.
- d) Two 45 seats buses should be able to access to hotel parking to drop off and pick up a team.
- e) Curfew time for US personnel is 24/7 during quarantine
- f) The hotel must be listed on COVID-19 Community's approval list.
- g) Each room should have a balcony for fresh air and exercise

**A description of the supplies or services required to meet the agency's needs:**

Detachment Three, DPAA conducts humanitarian and diplomatic missions in Laos in a US-Lao bilateral effort to search for and recover missing US service members from the Vietnam Conflict.

**Responsibility of the contractor**

1. The Contractor shall be responsible for the professional quality, technical accuracy, and coordination of all service activities and/or other services furnished under this contract. The Contractor shall, without additional compensation from the U.S.

Embassy, correct any errors or deficiencies in its construction and/or other provided services. The Contractor shall make these corrections within 72 hours after being notified of such errors or deficiencies.

2. The Contractor shall identify a hotel manager who shall be responsible for the overall base camp management during execution of this contract. The hotel Manager shall represent the Contractor during service. The hotel manager shall speak and understand English and be authorized to receive and act upon verbal and written instructions provided by the Contracting Officer or his representative, provided these instructions don't alter the material make up of this Statement of Work.
3. All facilities and services shall be clean and in good condition.
4. Any costs associated with purchased supplies, whether locally procured or imported, or services subcontracted by the Contractor, shall be the sole responsibility of the Contractor.
5. Service providing resulting in overtime which is necessary to protect or complete the work will be to contractor's expense.

## **PROPOSAL AND PAYMENTS**

The Contractor shall submit one copy of all payment invoices with the appropriate supporting documents to the [Vientianeinvoices@state.gov](mailto:Vientianeinvoices@state.gov). Payment will be made within 30 days after submission of a proper invoice. Prepayment for services will not be authorized. If it is determined that the amount billed is incorrect, the invoice will be returned to the Contractor for correction. The Prompt Payment Act only applies once a proper invoice has been received and accepted by DPAA office.

Prepared by: Kongchay Sakounkham

Review and approved by: LCDR Dwann Washington

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO. 19LA9021Q0056	2. DATE ISSUED 8/27/2021	3. REQUISITION/PURCHASE REQUEST NO. PR10163803	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
10. PLEASE FURNISH FUOTATIOFS TO THE				
d. CITY		e. STATE	f. ZIP CODE	d. STATE e. ZIP CODE
ISSUING OFFICE IF BLOCK 5a OF OR BEFORE CLOSE OF BUSINESS (Date) September 13, 2021		IMPORTANT: This is a request for information, and quotations furnished are not officers. 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	<b>Lodging INFIL/Quarantine JFA 22-1LA 40 Rooms x 14night = 560night September 28, 2021- October 12, 2021</b>	<b>650</b>	Each		

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			16. SIGNER			
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
					AREA CODE	
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER