



Embassy of the United States of America

Tokyo, Japan

January 28, 2016

Dear Prospective Quoters:

SUBJECT: Request for Quotations (RFQ) Number SJA800-16-Q-0009
General Housekeeping Services

The Embassy of the United States of America invites you to submit a quotation for general housekeeping services for the various apartment units at the Mitsui Housing Compound and Official Residences of the U.S. Embassy Tokyo.

Note: As required by U.S. Government's Federal Acquisition Regulation (FAR), prospective quoters shall be registered in the System for Award Management (SAM) database prior to award of a contract. The website link providing additional vendor registration information is as follows: <https://www.sam.gov/portal/public/SAM#1#>

1. Pre-Quotation Briefing and Site Visit

a. The Embassy intends to hold a pre-quotation briefing and site visit from 2:00 p.m. to on/about 3:30 p.m., Tuesday, February 16, 2016. Participants shall meet at the Grew Gate of Mitsui Housing Compound, located at 2-1-1 Roppongi, Minato-ku, Tokyo.

b. All interested quoters who wish to attend must submit individual name(s), company name and address, telephone and fax numbers, and email address to Miho Hama at FAX 03-3224-5179 or e-mail at HamaMX@state.gov by no later than 12:00 noon, Friday, February 5, 2016, to arrange entry to the Compound. Important: Attendee name(s) submitted after the specified time and date will not be accepted.

2. Questions

Quoters may submit questions. Such questions in English must be addressed to Miho Hama and be submitted by FAX at 03-3224-5179 or e-mail at HamaMX@state.gov. All questions must be received in the Embassy by no later than 12:00 noon, Thursday, February 18, 2016, local time. All questions will be consolidated, and one response will be prepared and posted on the Embassy's Homepage, the same website from where you obtain the RFQ documents.

3. Quotations

a. Quotations must be received by no later than **4:00 p.m., Monday, February 29, 2016, local time.** No quotations will be accepted after this time, and no electronic quotations shall be accepted.

b. Quotations must be submitted to the following address:

U.S. Embassy
GS/Procurement
Attn: Contracting Officer (RFQ No. SJA800-16-Q-0009)
American Embassy Tokyo
1-10-5 Akasaka
Minato-ku, Tokyo 107-8420

It is understood that no payment will be made for preparation and submission of your quotation.

Thank you in advance for your interest and your time in participating in the solicitation process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Adham Z. Loutfi', is written over the typed name.

Adham Z. Loutfi
Contracting Officer

Enclosure:

Request for Quotations No. SJA800-16-Q-0009

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER PR4928106	PAGE 1 OF 53	
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE See 31c below	4. ORDER NUMBER	5. SOLICITATION (Request for Quotations) NUMBER SJA800-16-Q-0009	6. SOLICITATION ISSUE DATE January 28, 2016		
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME Miho Hama	b. TELEPHONE NUMBER(No collect calls) 03-3224-5754	8. OFFER DUE DATE/LOCAL TIME February 29, 2016 4:00 p.m.		
9. ISSUED BY GS/Procurement Office U.S. Embassy 1-10-5 Akasaka Minato-ku, Tokyo 107-8420		CODE	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: ___ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
15. DELIVER TO CODE	CODE	16. ADMINISTERED BY GS/Procurement Office U.S. Embassy 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 CODE				
17a. CONTRACTOR/OFFERER CODE	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE Financial Management Center U.S. Embassy 1-10-5 Akasaka Minato-ku, Tokyo 107-8420			
DUNS Number: TELEPHONE NO.	FAX NO.	<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	(See Page 2 of Standard Form 1449) <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					
25. ACCOUNTING AND APPROPRIATION DATA Fiscal data will be provided on Task Orders placed against this IDIQ Contract.			26. TOTAL AWARD AMOUNT (For Govt. Use Only) ¥0			
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA			<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA			<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE ORIGINAL COPY TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REFERENCE RFQ NO. SJA800-16-Q-0009, OFFER DATED _____, YOUR OFFER ON SOLICITATION, INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER Adham Z. Loutfi		31c. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	(See the Pricing Tables - Subsection 1.1.3 Pricing.)				

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE GS/Housing Office U.S. Embassy 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 Japan		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>		37. CHECK NUMBER	
38. S/R ACCOUNT NO.	39. S/R VOUCHER NO.	40. PAID BY				
41.a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)				
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42b. RECEIVED AT (<i>Location</i>)		
				42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS	

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SECTION 1: The Schedule

1.1 Continuation to SF-1449, Request for Quotations (RFQ) Number SJA800-16-Q-0009, Blocks 23, Unit Price, and 24, Amount

1.1.1 Prices and Period of Performance

a. The Contractor shall perform general housekeeping services, including furnishing all labor, material, equipment and services, for the U.S. Embassy apartment compound (a.k.a. Mitsui Housing Compound), located at 2-1-1 Roppongi, Minato-ku, Tokyo, the Ambassador Residence (EMR), the Deputy Chief of Mission Residence (DCMR), and the U.S. Government leased residences in accordance with Schedule of Supplies/Services stated in subsection 1.2.

b. The price listed below shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, overtime, and profit.

c. The U.S. Government will order all work by issuing task orders, see Attachment 1: Sample Task Order Form.

d. This is an indefinite-delivery indefinite-quantity (IDIQ) type contract under which may be placed firm-fixed price task orders with a base period of twelve months and two one-year periods at the option of the U.S. Government.

e. After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date on which performance shall start.

f. All unit prices are in Japanese Yen and the U.S. Government will make payment in Japanese Yen.

g. The U.S. Embassy is exempt from Japanese consumption taxes; therefore, such taxes shall not be included in the price nor charged on invoices. After receipt of the Contractor's invoice, the Government will provide the Contractor with a signed Certificate of Tax Exemption Purchase for Foreign Establishments. (For non-Designated stores, please visit the following link for registration: <http://www.nta.go.jp/tetsuzuki/shinsei/annai/shohi/annai/23120184.htm>)

1.1.2 Contract Minimum and Maximum Amounts. Because the services to be ordered under this contract are indefinite-delivery/indefinite-quantity in nature, this contract establishes the following minimum and maximum amounts:

a. Contract Minimum. The U.S. Government shall place orders totaling a minimum of 2,000,000 yen. This reflects the contract minimum for the base year and each option period.

b. Contract Maximum. The total amount of all orders placed under this contract shall not exceed 5,500,000 yen. This reflects the contract maximum for the base year and each option period.

1.1.3 Pricing

In consideration of satisfactory performance of all the services required under this contract, the Contractor shall be paid at the rate listed below:

a. Base Year Period - starting on the date stated in the Notice to Proceed and continuing for a period of 12 months.

(1) General House Cleaning for Mitsui Housing Compound (See Subsection 1.2.4 a.)

Apartment Type and Gross Space		Estimate Quantity	Unit Price	=	Estimated Price
1A	78 m ²	2	¥ _____	¥	_____
1B	99 m ²	2	¥ _____	¥	_____
1C	131 m ²	2	¥ _____	¥	_____
1D	133 m ²	2	¥ _____	¥	_____
2A	118 m ²	6	¥ _____	¥	_____
2B	118 m ²	6	¥ _____	¥	_____
2C	134 m ²	5	¥ _____	¥	_____
2D	134 m ²	5	¥ _____	¥	_____
2F	150 m ²	1	¥ _____	¥	_____
2G	151 m ²	1	¥ _____	¥	_____
3A	161 m ²	5	¥ _____	¥	_____
3B	184 m ²	3	¥ _____	¥	_____
3C	160 m ²	1	¥ _____	¥	_____
3D	186 m ²	1	¥ _____	¥	_____
3E	180 m ²	1	¥ _____	¥	_____
4A	244 m ²	4	¥ _____	¥	_____
4B	239 m ²	1	¥ _____	¥	_____
4C	239 m ²	1	¥ _____	¥	_____
III	333 m ²	1	¥ _____	¥	_____
IIA	289 m ²	1	¥ _____	¥	_____
IIB	330 m ²	1	¥ _____	¥	_____
IIC	402 m ²	2	¥ _____	¥	_____
I	397 m ²	1	¥ _____	¥	_____
M-3	220 m ²	4	¥ _____	¥	_____
M-4	237 m ²	4	¥ _____	¥	_____
T-3	181 m ²	9	¥ _____	¥	_____
T-4	262 m ²	4	¥ _____	¥	_____

Total Estimated Price: ¥ _____

(2) Light Cleaning for Mitsui Housing Compound (See Subsection 1.2.4 b.)

Apartment Type and Gross Space		Estimate Quantity	X	Unit Price	=	Estimated Price
1A	78 m ²	2		¥		¥
1B	99 m ²	2		¥		¥
1C	131 m ²	2		¥		¥
1D	133 m ²	2		¥		¥
2A	118 m ²	2		¥		¥
2B	118 m ²	2		¥		¥
2C	134 m ²	2		¥		¥
2D	134 m ²	2		¥		¥
2F	150 m ²	0		¥		¥
2G	151 m ²	0		¥		¥
3A	161 m ²	1		¥		¥
3B	184 m ²	0		¥		¥
3C	160 m ²	0		¥		¥
3D	186 m ²	0		¥		¥
3E	180 m ²	0		¥		¥
4A	244 m ²	0		¥		¥
4B	239 m ²	0		¥		¥
4C	239 m ²	0		¥		¥
III	333 m ²	0		¥		¥
IIA	289 m ²	0		¥		¥
IIB	330 m ²	0		¥		¥
IIC	402 m ²	0		¥		¥
I	397 m ²	0		¥		¥
M-3	220 m ²	0		¥		¥
M-4	237 m ²	0		¥		¥
T-3	181 m ²	0		¥		¥
T-4	262 m ²	0		¥		¥

Total Estimated Price: ¥

(3) General House Cleaning for EMR and DCMR (See Subsection 1.2.4 c.)

Apartment Type and Gross Space	Estimate Quantity	X	Unit Price	=	Estimated Price
EMR (Minato-ku, Tokyo) 2,700 m ²	1		¥ _____		¥ _____
DCMR (Minato-ku, Tokyo) 1,070 m ²	1		¥ _____		¥ _____
Total Estimated Price					¥ _____

(4) General House Cleaning for U.S. Government leased residences in Tokyo and Yokohama (See Subsection 1.2.4 c.)

Resident Type and Total Gross Space	X	Price per Square Meter	=	Estimated Price
U.S. Government Leased Residence in Tokyo 1,000 m ²		¥ _____		¥ _____
U.S. Government Leased Residence in Yokohama 350 m ²		¥ _____		¥ _____
Total Estimated Price				¥ _____

(5) Total Estimated Price for Base Year Period [(1)+(2)+(3)+(4)]:

¥ _____

b. First Option Year - starting one year after the date stated in the Notice to Proceed and continuing for a period of 12 months

(1) General House Cleaning for Mitsui Housing Compound (See Subsection 1.2.4 a.)

Apartment Type and Gross Space		Estimate Quantity	Unit X Price	=	Estimated Price
1A	78 m ²	2	¥		¥
1B	99 m ²	2	¥		¥
1C	131 m ²	2	¥		¥
1D	133 m ²	2	¥		¥
2A	118 m ²	6	¥		¥
2B	118 m ²	6	¥		¥
2C	134 m ²	5	¥		¥
2D	134 m ²	5	¥		¥
2F	150 m ²	1	¥		¥
2G	151 m ²	1	¥		¥
3A	161 m ²	5	¥		¥
3B	184 m ²	3	¥		¥
3C	160 m ²	1	¥		¥
3D	186 m ²	1	¥		¥
3E	180 m ²	1	¥		¥
4A	244 m ²	4	¥		¥
4B	239 m ²	1	¥		¥
4C	239 m ²	1	¥		¥
III	333 m ²	1	¥		¥
IIA	289 m ²	1	¥		¥
IIB	330 m ²	1	¥		¥
IIC	402 m ²	2	¥		¥
I	397 m ²	1	¥		¥
M-3	220 m ²	4	¥		¥
M-4	237 m ²	4	¥		¥
T-3	181 m ²	9	¥		¥
T-4	262 m ²	4	¥		¥

Total Estimated Price: ¥

(2) Light Cleaning for Mitsui Housing Compound (See Subsection 1.2.4 b.)

Apartment Type and Gross Space		Estimate Quantity	X	Unit Price	=	Estimated Price
1A	78 m ²	2		¥		¥
1B	99 m ²	2		¥		¥
1C	131 m ²	2		¥		¥
1D	133 m ²	2		¥		¥
2A	118 m ²	2		¥		¥
2B	118 m ²	2		¥		¥
2C	134 m ²	2		¥		¥
2D	134 m ²	2		¥		¥
2F	150 m ²	0		¥		¥
2G	151 m ²	0		¥		¥
3A	161 m ²	1		¥		¥
3B	184 m ²	0		¥		¥
3C	160 m ²	0		¥		¥
3D	186 m ²	0		¥		¥
3E	180 m ²	0		¥		¥
4A	244 m ²	0		¥		¥
4B	239 m ²	0		¥		¥
4C	239 m ²	0		¥		¥
III	333 m ²	0		¥		¥
IIA	289 m ²	0		¥		¥
IIB	330 m ²	0		¥		¥
IIC	402 m ²	0		¥		¥
I	397 m ²	0		¥		¥
M-3	220 m ²	0		¥		¥
M-4	237 m ²	0		¥		¥
T-3	181 m ²	0		¥		¥
T-4	262 m ²	0		¥		¥

Total Estimated Price: ¥

(3) General House Cleaning for EMR and DCMR (See Subsection 1.2.4 c.)

Apartment Type and Gross Space	Estimate Quantity	X	Unit Price	=	Estimated Price
EMR (Minato-ku, Tokyo) 2,700 m ²	1		¥ _____		¥ _____
DCMR (Minato-ku, Tokyo) 1,070 m ²	1		¥ _____		¥ _____
Total Estimated Price					¥ _____

(4) General House Cleaning for U.S. Government leased residences in Tokyo and Yokohama (See Subsection 1.2.4 c.)

Resident Type and Total Gross Space	X	Price per Square Meter	=	Estimated Price
U.S. Government Leased Residence in Tokyo 1,000 m ²		¥ _____		¥ _____
U.S. Government Leased Residence in Yokohama 350 m ²		¥ _____		¥ _____
Total Estimated Price				¥ _____

(5) Total Estimated Price for First Option Year [(1)+(2)+(3)+(4)]:

¥ _____

c. Second Option Year - starting two years after the date stated in the Notice to Proceed and continuing for a period of 12 months

(1) General House Cleaning for Mitsui Housing Compound (See Subsection 1.2.4 a.)

Apartment Type and Gross Space		Estimate Quantity	Unit X Price	=	Estimated Price
1A	78 m ²	2	¥ _____	¥	_____
1B	99 m ²	2	¥ _____	¥	_____
1C	131 m ²	2	¥ _____	¥	_____
1D	133 m ²	2	¥ _____	¥	_____
2A	118 m ²	6	¥ _____	¥	_____
2B	118 m ²	6	¥ _____	¥	_____
2C	134 m ²	5	¥ _____	¥	_____
2D	134 m ²	5	¥ _____	¥	_____
2F	150 m ²	1	¥ _____	¥	_____
2G	151 m ²	1	¥ _____	¥	_____
3A	161 m ²	5	¥ _____	¥	_____
3B	184 m ²	3	¥ _____	¥	_____
3C	160 m ²	1	¥ _____	¥	_____
3D	186 m ²	1	¥ _____	¥	_____
3E	180 m ²	1	¥ _____	¥	_____
4A	244 m ²	4	¥ _____	¥	_____
4B	239 m ²	1	¥ _____	¥	_____
4C	239 m ²	1	¥ _____	¥	_____
III	333 m ²	1	¥ _____	¥	_____
IIA	289 m ²	1	¥ _____	¥	_____
IIB	330 m ²	1	¥ _____	¥	_____
IIC	402 m ²	2	¥ _____	¥	_____
I	397 m ²	1	¥ _____	¥	_____
M-3	220 m ²	4	¥ _____	¥	_____
M-4	237 m ²	4	¥ _____	¥	_____
T-3	181 m ²	9	¥ _____	¥	_____
T-4	262 m ²	4	¥ _____	¥	_____
Total Estimated Price:				¥	_____

(2) Light Cleaning for Mitsui Housing Compound (See Subsection 1.2.4 b.)

Apartment Type and Gross Space		Estimate Quantity	X	Unit Price	=	Estimated Price
1A	78 m ²	2	¥	_____	¥	_____
1B	99 m ²	2	¥	_____	¥	_____
1C	131 m ²	2	¥	_____	¥	_____
1D	133 m ²	2	¥	_____	¥	_____
2A	118 m ²	2	¥	_____	¥	_____
2B	118 m ²	2	¥	_____	¥	_____
2C	134 m ²	2	¥	_____	¥	_____
2D	134 m ²	2	¥	_____	¥	_____
2F	150 m ²	0	¥	_____	¥	_____
2G	151 m ²	0	¥	_____	¥	_____
3A	161 m ²	1	¥	_____	¥	_____
3B	184 m ²	0	¥	_____	¥	_____
3C	160 m ²	0	¥	_____	¥	_____
3D	186 m ²	0	¥	_____	¥	_____
3E	180 m ²	0	¥	_____	¥	_____
4A	244 m ²	0	¥	_____	¥	_____
4B	239 m ²	0	¥	_____	¥	_____
4C	239 m ²	0	¥	_____	¥	_____
III	333 m ²	0	¥	_____	¥	_____
IIA	289 m ²	0	¥	_____	¥	_____
IIB	330 m ²	0	¥	_____	¥	_____
IIC	402 m ²	0	¥	_____	¥	_____
I	397 m ²	0	¥	_____	¥	_____
M-3	220 m ²	0	¥	_____	¥	_____
M-4	237 m ²	0	¥	_____	¥	_____
T-3	181 m ²	0	¥	_____	¥	_____
T-4	262 m ²	0	¥	_____	¥	_____

Total Estimated Price: ¥ _____

(3) General House Cleaning for EMR and DCMR (See Subsection 1.2.4 c.)

Apartment Type and Gross Space	Estimate Quantity	X	Unit Price	=	Estimated Price
EMR (Minato-ku, Tokyo) 2,700 m ²	1		¥ _____		¥ _____
DCMR (Minato-ku, Tokyo) 1,070 m ²	1		¥ _____		¥ _____
Total Estimated Price					¥ _____

(4) General House Cleaning for U.S. Government leased residences in Tokyo and Yokohama (See Subsection 1.2.4 c.)

Resident Type and Total Gross Space	X	Price per Square Meter	=	Estimated Price
U.S. Government Leased Residence in Tokyo 1,000 m ²		¥ _____		¥ _____
U.S. Government Leased Residence in Yokohama 350 m ²		¥ _____		¥ _____
Total Estimated Price				¥ _____

(5) Total Estimated Price for Second Option Year
 [(1)+(2)+(3)+(4)]:

¥ _____

d. **Grand Total Estimated Price** for Base Year Period and All
 Option Years [a. (5)+ b. (5)+ c. (5)]:

¥ _____

1.2 Continuation to SF-1449, Request for Quotations Number SJA800-16-Q-0009, Block 20, Schedule of Supplies/Services

1.2.1 General. The Contractor shall provide all labor, tools, equipment, supervision and services, unless otherwise specified, to complete the work required herein. All the work and procedures in the contract shall be performed in conformity to the specifications. All local labor standards for occupational safety and health apply to this general housekeeping services.

1.2.2 Scope of Work. The Contractor shall provide general housekeeping services for the U.S. Government as described herein. General housekeeping services apply to all designated living spaces including, but not limited to hallways, stairways, living, dining and bedroom areas, kitchens, attics, storages, balconies, courtyards, and entrance front. These services are accomplished in conjunction with the *make-ready cycle for the various apartment units at the Mitsui Housing Compound.

*Make-ready means when any apartment unit on the housing compound is vacated, the U.S. Government contracts other services such as painting, cleaning, and furniture replacement in preparation for the new occupant.

1.2.3 The Contractor shall provide a qualified workforce meeting the requirements set forth in these paragraphs below. The Contractor shall ensure that all personnel employed in the performance of this contract are qualified and possess the necessary licenses required in their respective trades. The Contractor employees shall be on site only for contractual duties and not for other business purposes. Performance requirements for required work items are defined below.

1.2.4 Specifications and Work Requirements.

a. General House Cleaning (Mitsui Housing Compound):

Requirements shall consist of:

- (1) Sweeping all wooden parquet, including, but not limited to, tile and linoleum floors in kitchens, bathrooms, attics, exposed wood floorings. All floors accessible to floor cleaning machines unless carpeted or specified as having a special floor covering shall receive floor maintenance as stated below. After receiving floor maintenance the entire floor shall have a uniform coating of a non-skid floor finish, have a uniform, glossy appearance, and be free of scuff marks, heel marks, and other stains and discolorations. All floor maintenance

solutions shall be removed from, including, but not limited to, baseboards, furniture, household appliances. All easily movable items including household appliances shall be tilted or moved to maintain floors underneath. All moved items shall be returned to their proper position when all operations have been completed. Floor maintenance includes the techniques of dry buffing, spray buffing, stripping, and waxing as required to achieve the above stated results. The techniques used depend upon the materials, equipment, and personnel used to do the job. The Contractor needs not apply the techniques to the entire floor, unless necessary, only to the portion of the floor needing work to bring the entire floor up to the standard.

(2) Dusting and cleaning walls, baseboards, storage shelves and all furniture including desks, chairs, credenzas, tables, sofas, bookshelves with or without glass doors, china cabinets, lamps and other common things found in a home environment. Walls, baseboards, storage shelves and all furniture shall be free of dust, dirt, and sticky surfaces and areas.

(3) Thorough cleaning of, including, but not limited to, toilets, bathrooms, tubs, washbasins, kitchen sinks, countertops, interior and exterior of kitchen cabinets and drawers. using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges.

(4) Thorough glass cleaning of, including, but not limited to, interior/exterior glass doors and frames/rails, display cases, mirrors, storm screens. After glass cleaning there shall be no traces of film, dirt, smudges, water and other foreign matter. Windows have been treated with shatter resistant window film. Surfaces with film shall be washed with water and rubber squeegee or soft cloth without strongly rubbing the films.

(5) Sweeping and washing terraces and balconies to remove all accumulated dirt and debris.

(6) Cleaning household appliances such as, but not limited to, refrigerators, freezers, stoves, ovens, and microwaves, inside and out including vacuuming dust from around motor areas if reachable.

(7) Dust off all draperies/curtains and curtain rods/rails to remove all traces of dirt, dust and other foreign matters. All tears, burns, heavy soil and grit to the

draperies/curtains shall be brought to the attention of the COR for necessary action.

(8) Vacuum the carpet and/or the area rugs thoroughly.

(9) Vacuum upholstered furniture.

b. Light Cleaning (Mitsui Housing Compound):

The Contractor shall perform light cleaning upon request made by Contracting Officer's Representative (COR) who decides only the light cleaning is necessary for specified residential units:

(1) Dust-off all rooms including furniture and furnishings, appliances, and surface of shelves and countertops. Wash and wipe kitchen sink and bathrooms.

(2) Vacuum floors and carpets.

c. General House Cleaning (Ambassador Residence (EMR), Deputy Chief of Mission Residence (DCMR), and U.S. Government leased residences in Tokyo and Yokohama):

Requirements for general house cleaning for EMR, DCMR, and U.S. Government leased residences in Tokyo and Yokohama are the same as stated in Subsection 1.2.4.a. for General House Cleaning (Mitsui Housing Compound Units).

1.2.5 Completion of Work. The maximum allowable time for the completion of work on each Task Order shall be determined from the following specified timetable:

Specified Timetable

<u>Apartment Type (27 types)</u>	<u>Maximum Allowable Workdays</u>
1A, 1B, 1C, 1D, 2A, 2B, 2C, 2D, 2F, 2G	One calendar day
3A, 3B, 3C, 3D, 3E, 4A, 4B 4C, III, IIA, IIB, M-3 M-4, T-3, T-4	Two calendar days
IIC, I	Three calendar days
<u>Resident Type</u>	<u>Maximum Allowable Workdays</u>
Ambassador Residence (EMR)	Five calendar days
Deputy Chief of Mission Residence (DCMR)	Three calendar days
U.S. Government Leased Residences in Tokyo and Yokohama	Two calendar days

1.2.6 The Contractor must be able to clean up to six (6) units simultaneously during the busiest season (normally June through September).

1.2.7 Inspection. COR shall inspect cleaning performed by the Contractor upon completion of work in each apartment. If performance is found to be unsatisfactory, Contractor shall bring performance to a satisfactory level by close of business of the following working day after the inspection.

1.2.8 Working Hours. The Contractor shall perform the required work during the hours between 08:30 and 17:30 on weekdays, except for the U.S. and Japanese holidays observed by the U.S. Embassy (see DOSAR 652.237-72, "Observance of Legal Holidays and Administrative Leave" in SECTION 2 Contract Clauses for reference).

1.2.9 Task Orders

a. General. The U.S. Government will order all services under this contract on a Task Order form "OF 347" (see Attachment 1: Sample Task Order Form), issued by the Contracting Officer, as the need arises.

b. Content of Task Orders shall include, but not limited to:

- (1) contract number "(To be determined)";
- (2) Task Order number;
- (3) date of order;
- (4) location(s) of property;
- (5) required work schedule and completion date;
- (6) amount of work (apartment unit and square meter); and
- (7) unit price and total amount.

c. Procedures

(1) Before issuing a task order, the U.S. Government may issue a written request for quotation that includes the work to be performed and the required completion date. The Contractor shall respond to that request for quotation in writing within three working days to the GS/Procurement Office, U.S. Embassy, 1-10-5 Akasaka, Minato-ku, Tokyo.

Alternatively, the U.S. Government may simply issue a firm-fixed price task order, if it has the measurements of the work to be performed.

(2) If requested to submit a firm-fixed price quotation for a Task Order, the Contractor shall compute a price for the required work by multiplying the unit prices in SECTION 1: The Schedule by the amount of work required.

1.2.10 Management and Supervision

a. The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and shall be the point of contact with U.S. Government personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The supervisor shall have supervision as his or her sole function.

b. The Contractor shall maintain schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the U.S. Government. For those items other than routine daily services, the Contractor shall provide the COR with a detailed plan as to the personnel to be used and the time frame to perform the service.

c. The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract.

1.2.11 Personnel

a. General. The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The Contractor shall preserve peace and protect persons and property on site. The U.S. Government 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 costs to the U.S. Government.

b. Standard of Conduct

(1) Uniforms and Personal Equipment. The Contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the COR.

(2) Neglect of duties shall not be condoned. The Contractor shall enforce no sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

(3) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient Government operations.

(4) Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce similar effects.

(5) Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These include but are not limited to the following actions:

- falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records;
- unauthorized use of Government property, theft, vandalism, or immoral conduct;
- unethical or improper use of official authority or credentials;
- security violations; or,
- organizing or participating in gambling in any form

(6) Key Control. The Contractor shall receive, secure, issue and account for any keys issued for access to buildings, offices, equipment, gates, etc., for the purposes of this contract. The Contractor shall not duplicate keys without the COR's approval. Where it is determined that the Contractor or its agents have duplicated a key without permission of the COR, the Contractor shall remove the individual(s) responsible from this contract. If the Contractor has lost any such keys, the Contractor shall immediately notify the COR. In either event, the Contractor shall reimburse the Government for the cost of rekeying that portion of the system.

1.2.12 Notice to the U.S. Government of Labor Disputes

The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

1.2.13 Personnel Security

a. After award of the contract, the Contractor has 10 calendar days to submit to the COR a list of workers and supervisor assigned to this project along with a completed Personal History Statement (see Attachment 2) for the U.S. Government to conduct security checks. It is anticipated that security checks will take 30 days to perform.

b. The U.S. Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identity card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the U.S. Government. The U.S. Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

1.2.14 Materials and Equipment

The Contractor shall provide all necessary cleaning supplies and equipment, including, but not limited to, mops, brooms, dust rags, detergents, and cleaners to perform the work identified in this contract.

1.2.15 Insurance

a. Amount of Insurance. The Contractor is required to provide whatever insurance is legally necessary. The Contractor shall, at its own expense, provide and maintain during the entire performance period the following insurance amounts:

b. General Liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury)

(1) Bodily injury on or off the site stated in Japanese Yen:
Per-Occurrence ¥3,000,000
Cumulative ¥30,000,000

(2) Property damage on or off the site stated in Japanese Yen:
Per-Occurrence ¥1,000,000
Cumulative ¥10,000,000

c. The types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit

of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

d. The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to:

- (1) any property of the Contractor,
- (2) its officers,
- (3) agents,
- (4) servants,
- (5) employees, or
- (6) any other person,

arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising, except in the instance of gross negligence on the part of the Government.

e. The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

f. U.S. Government as Additional Insured. The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State", as an additional insured with respect to operations performed under this contract.

g. Time for Submission of Evidence of Insurance. The Contractor shall provide evidence of the insurance required under this contract within 10 calendar days after contract award. The Government may rescind or terminate the contract if the Contractor fails to timely submit insurance certificates identified above.

1.2.16 Laws and Regulations

a. Without additional expense to the Government, the Contractor shall comply with all laws, codes, ordinances, and regulations required to perform this work. In the event of a conflict among the contract and requirements of local law, the Contractor shall promptly advise the Contracting Officer of the conflict and of the Contractor's proposed course of action for resolution by the Contracting Officer.

b. The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, to the extent that such

compliance is not inconsistent with the requirements of this contract.

1.2.17 Deliverables

The following items shall be delivered under this contract:

Description	Quantity	Delivery To	Date
1.2.13 List of Personnel	1	COR	10 days after award
1.2.15 Evidence of Insurance	1	COR	10 days after award

1.2.18 Quality Assurance and Surveillance Plan (QASP)

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work Para	Performance Threshold
<u>Services.</u> Performs all general housekeeping services set forth in Subsection 1.2 Schedule of Supplies/Services	Subsections 1.2.1 thru 1.2.17	All required services are performed and no more than two customer complaints are received per month.

a. Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

b. Standard. The performance standard is that the Government receives no more than two customer complaints per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.

c. Procedures.

- (1) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed they should immediately contact the COR.
- (2) The COR will complete appropriate documentation to record the complaint.
- (3) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.
- (4) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.
- (5) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.
- (6) If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.
- (7) The COR will consider complaints as resolved unless notified otherwise by the complainant.
- (8) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

SECTION 2: Contract Clauses

2.1 Contract Clauses

FAR 52.212-4, Contract Terms and Conditions - Commercial Items (May 2015), is incorporated by reference.

"None."

FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2015)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Dec 2014)
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- ___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).
- ___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).
- ___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)
- ___ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).
- ___ (5) [Reserved].
- ___ (6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).
- ___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).
- ___ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).
- ___ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).
- ___ (10) [Reserved].

- ___ (11) (i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).
- ___ (ii) Alternate I (Nov 2011) of 52.219-3.
- ___ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).
- ___ (ii) Alternate I (JAN 2011) of 52.219-4.
- ___ (13) [Reserved]
- ___ (14) (i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644).
- ___ (ii) Alternate I (Nov 2011).
- ___ (iii) Alternate II (Nov 2011).
- ___ (15) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).
- ___ (ii) Alternate I (Oct 1995) of 52.219-7.
- ___ (iii) Alternate II (Mar 2004) of 52.219-7.
- ___ (16) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)).
- ___ (17) (i) 52.219-9, Small Business Subcontracting Plan (Oct 2014) (15 U.S.C. 637(d)(4)).
- ___ (ii) Alternate I (Oct 2001) of 52.219-9.
- ___ (iii) Alternate II (Oct 2001) of 52.219-9.
- ___ (iv) Alternate III (Oct 2014) of 52.219-9.
- ___ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).
- ___ (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).
- ___ (20) 52.219-16, Liquidated Damages-Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ___ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657 f).
- ___ (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).
- ___ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).
- ___ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).
- ___ (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- ___ (26) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).
- ___ (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- ___ (28) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- ___ (29) 52.222-35, Equal Opportunity for Veterans (Jul 2014) (38 U.S.C. 4212).
- ___ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- ___ (31) 52.222-37, Employment Reports on Veterans (JUL 2014) (38 U.S.C. 4212).
- ___ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

- √ (33) (i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- ___ (ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- ___ (34) 52.222-54, Employment Eligibility Verification (AUG 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- ___ (35) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (36) (i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-13.
- ___ (37) (i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-14.
- ___ (38) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
- ___ (39) (i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (JUN 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-16.
- √ (40) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
- ___ (41) 52.225-1, Buy American-Supplies (May 2014) (41 U.S.C. chapter 83).
- ___ (42) (i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- ___ (ii) Alternate I (May 2014) of 52.225-3.
- ___ (iii) Alternate II (May 2014) of 52.225-3.
- ___ (iv) Alternate III (May 2014) of 52.225-3.
- ___ (43) 52.225-5, Trade Agreements (Nov 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- √ (44) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- ___ (45) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- ___ (46) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
- ___ (47) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

- √ (48) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).
- ___ (49) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).
- √ (50) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (Jul 2013) (31 U.S.C. 3332).
- ___ (51) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).
- ___ (52) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).
- ___ (53) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).
- ___ (54) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).
- ___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- ___ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495).
- ___ (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).
- ___ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
- ___ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
- ___ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
- ___ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
- ___ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).
- ___ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (E.O. 13658).
- ___ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).
- ___ (10) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess

of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015)

(v) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).

(vi) 52.222-35, Equal Opportunity for Veterans (Jul 2014) (38 U.S.C. 4212).

(vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

- (viii) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212)
- (ix) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (x) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).
- (xi)
 - (A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O 13627).
 - (B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O 13627).
- (xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
- (xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).
- (xiv) 52.222-54, Employment Eligibility Verification (Aug 2013).
- (xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (Executive Order 13658).
- (xvi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- (xvii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
- (xviii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

2.2 Addendum to Contract Clauses - FAR and DOSAR Clauses not Prescribed in Part 12

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at:

<http://acquisition.gov/far/index.html> or,
<http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR. You may also use an Internet "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation (FAR) clauses are incorporated by reference:

<u>Clause</u>	<u>Title and Date</u>
52.204-9	Personal Identification Verification of Contractor Personnel (JAN 2011)
52.204-12	Data Universal Numbering System Number Maintenance (Dec 2012)
52.204-13	System for Award Management Maintenance (July 2013)
52.225-14	Inconsistency Between English Version and Translation of Contract (FEB 2000)
52.228-4	Workers' Compensation and War-Hazard Insurance Overseas (APR 1984)
52.228-5	Insurance - Work on a Government Installation (JAN 1997)
52.229-6	Foreign Fixed Price Contracts (FEB 2013)
52.232-39	Unenforceability of Unauthorized Obligations (June 2013)

The following FAR clauses are provided in full text:

FAR 52.216-18 Ordering (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued verbally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

FAR 52.216-19 Order Limitation (OCT 1995)

(a) Minimum Order. When the U.S. Government requires supplies or services covered by this contract in an amount of less than 10,000 yen, the Government is not obligated to purchase, nor

is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum Order. The Contractor is not obligated to honor -

(1) any order for a single item in excess of 5,500,000 yen;

(2) any order for a combination of items in excess of 5,500,000 yen; or

(3) a series of orders from the same ordering office within three days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within three calendar days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

FAR 52.216-22 Indefinite Quantity (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after one year beyond the contract's effective period.

FAR 52.217-8 Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three years.

FAR 52.232-19 Availability of Funds for the Next Fiscal Year (APR 1984)

Funds are not presently available for performance under this contract beyond September 30th of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30th of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

The following Department of State Acquisition Regulation (DOSAR) clauses are provided in full text:

DOSAR 652.204-70 Department of State Personal Identification
Card Issuance (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at
<http://www.state.gov/m/ds/rls/rpt/c21664.htm>.

Contractor Identification (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

- (1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
- (2) Clearly identify themselves and their contractor affiliation in meetings;
- (3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
- (4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

DOSAR 652.216-70 Ordering - Indefinite-Delivery Contract (APR 2004)

The U.S. Government shall use one of the following forms to issue orders under this contract:

- (a) The Optional Form 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule - Continuation; or,
- (b) The DS-2076, Purchase Order, Receiving Report and Voucher, and DS-2077, Continuation Sheet.

DOSAR 652.232-70 Payment Schedule and Invoice Submission (Fixed-Price) (AUG 1999)

(a) General. The Government shall pay the contractor as full compensation for all work required, performed, and accepted under this contract the firm fixed-price stated in this contract.

(b) Invoice Submission. The Contractor shall submit invoices in one original copy to the office identified in Block 18b of the SF-1449. To constitute a proper invoice, the invoice shall include all the items required by FAR 32.905(e).

(c) Contractor Remittance Address. The Government will make payment to the contractor's address stated on the cover page of this contract, unless a separate remittance address is shown below:

(The U.S. Government will provide the winner of the contract an electronic funds transfer (EFT) form to fill out.)

DOSAR 652.237-72 Observance of Legal Holidays and Administrative Leave (APR 2004)

(a) The Department of State observes the following days as holidays: *(Note: Due to changes in observance of Japanese holidays each year, the holidays listed below are for reference only. The actual holiday list will be forwarded to the Contractor each year by the COR.)*

U.S. Federal Holidays;

*1st January, unless this day falls on a weekend (New Year's Day),
third Monday in January (Martin Luther King, Jr. Day),
third Monday in February (President's Day),
last Monday in May (Memorial Day),
4th July, unless this day falls on a weekend, (Independence Day),
first Monday in September (Labor Day),
second Monday in October (Columbus Day),
11th November unless this day falls on a weekend (Veteran's Day),
fourth Thursday in November (Thanksgiving Day), and
25th December, unless this day falls on a weekend (Christmas Day).

Japanese National Holidays;

*1st January, (New Year's Day or Ganjitsu),
second Monday in January (Adult's Day or Seijin-no-hi),
11th February, unless this day falls on Sunday (National Foundation Day or Kenkoku Kinen-no-hi),

21st March, unless this day falls on Sunday (Spring Vernal Equinox Day or Shunbun-no-hi),
29th April, unless this day falls on Sunday (Showa-no-hi),
3rd May, unless this day falls on Sunday (Constitution Day or Kenpou Kinen-bi),
4th May, unless this day falls on Sunday (Greenery Day or Midori-no-hi),
5th May, unless this day falls on Sunday (Children's Day or Kodomo-no-hi),
third Monday in July (Marine Day or Umi-no-hi),
11th August (Mountain Day or Yama-no-hi),
third Monday in September (Respect for the Aged Day or Keirou-no-hi),
23rd September, unless this day falls on Sunday (Autumn Vernal equinox Day or Shuubun-no-hi),
second Monday in October (Health Sports Day or Taiiku-no-hi),
3rd November, unless this day falls on Sunday (Culture Day or Bunka-no-hi)
23rd November, unless this day falls on Sunday (Labor Thanksgiving Day or Kinrou Kanshya-no-hi), and
23rd December, unless this day falls on Sunday (Emperor's Birthday or Tennou Tanjou-bi)

*Day that holiday overlaps in both countries.

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in this contract.

DOSAR 652.242-70 Contracting Officer's Representative (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is the Realty Assistant in the Housing Office of General Services at the U.S. Embassy in Tokyo, Japan.

DOSAR 652.242-73 Authorization and Performance (AUG 1999)

(a) The contractor warrants the following:

(1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) That it has obtained all necessary licenses and permits required to perform this contract; and,

(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

SECTION 3: Solicitation Provisions

3.1 Solicitation Provisions

3.1.1 FAR 52.212-1, Instructions to Offerors - Commercial Items (July 2014), is incorporated by reference.

Addendum to 52.212-1: none

3.1.2 Summary of Instructions

The quoter shall complete and submit one original copy of the following:

- a. Standard Form (SF) 1449 (page 1 - complete blocks 17a, 30a, 30b, and 30c as appropriate);
- b. Subsection 1.1.3 Pricing (pages 6 through 14); and
- c. SECTION 5 (complete all applicable portions of the SECTION, pages 43 through 53).

Submit the complete quotation by mail or hand-deliver to the address indicated below by no later than 4:00 p.m., Monday, February 29, 2016 (local time). No quotations will be accepted after this time, and no electronic quotations shall be accepted.

U.S. Embassy
GS/Procurement
Attn: Contracting Officer (RFQ No. SJA800-16-Q-0009)
1-10-5 Akasaka
Minato-ku, Tokyo 107-8420

3.2 Addendum to Solicitation Provisions - FAR and DOSAR Provisions not Prescribed in Part 12

FAR 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at:

<http://acquisition.gov/far/index.html/> or
<http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. IF the FAR is not available at the locations indicated above, use of an

Internet "search engine" (e.g., Yahoo, Infoseek, Alta Vista, etc.) is suggested to obtain the latest location of the most current FAR provisions.

The following Federal Acquisition Regulation (FAR) solicitation provisions are incorporated by reference:

<u>Clause</u>	<u>Title and Date</u>
52.204-7	System for Award Management (JULY 2013)
52.204-16	Commercial and Government Entity Code Reporting (NOV 2014)
52.214-34	Submission of Offers in the English Language (APR 1991)
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications (DEC 2012)
52.237-1	SITE VISIT (APR 1984) The site visit will be held on Tuesday, February 16, 2016 from 14:00 p.m. to on/about 15:30 p.m. at the Mitsui Housing Compound, located at 2-1-1 Roppongi, Minato-ku, Tokyo. Prospective offerors should provide a list of attendee(s) with individual name(s) and company name, including telephone/fax numbers and e-mail address, to Ms. Miho Hama via facsimile at fax number 03-3224-5179 or e-mail at HamaMX@state.gov to arrange entry to the sites. Participants shall meet at the Grew Gate of the Mitsui Housing Compound. Attendee(s) must present an identification (ID) card with photo on it (e.g. driver's license, passport, etc.) as it is required for entering the compound.

The following DOSAR provisions are provided in full text:

DOSAR 652.206-70 Competition Advocate/Ombudsman (AUG 1999)
(DEVIATION)

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State

Competition Advocate on (703) 516-1696, by fax at (703) 875-6155, or write to:

Competition Advocate
U.S. Department of State
A/OPE
SA-15, Room 1060
Washington, DC 20522-1510

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the contracting officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Minister-Counselor for Management Affairs, at Tel: 03-3224-5585 or Fax: 03-3224-5303. For an American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1696, by fax at (703) 875-6155, or write to:

Acquisition Ombudsman
U.S. Department of State
A/OPE
SA-15, Room 1060
Washington, DC 20522-1510

SECTION 4: Evaluation Factors

4.1 Evaluation Factors

Award will be made to the lowest priced, acceptable, responsible quoter. The quoter shall submit a completed quotation per subsection 3.1.2 Summary of Instructions.

The U.S. Government reserves the right to reject proposals that are unreasonably low or high in price.

The lowest price will be determined by multiplying the quoted unit price times the estimated quantity in subsection 1.1.3 Pricing and arriving at a grand total, including all option years.

Although the award is to be made to the lowest priced quoter, the U.S. Government may request a list of experience/past performance, licenses/permits if required, and financial statements to determine whether or not the quoter is a responsible contractor. Failure of a quoter to comply with a request for this information may cause the U.S. Government to determine the quoter to be non-responsible.

The U.S. Government will determine quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.

The U.S. Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- adequate financial resources or the ability to obtain them;
- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- otherwise qualified and eligible to receive an award under applicable laws and regulations.

Discussions. The U.S. Government intends to evaluate quotes and award the contract without discussions with quoters. Therefore, the quoter's initial quote should contain the quoter's best terms from a price standpoint. However, the U.S. Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The U.S. Government

may reject any or all quotes if such action is in the public interest; accept other than lowest quote; and waive informalities and minor irregularities in quotes received.

4.2 Addendum to Evaluation Factors - FAR and DOSAR Provision(s) not Prescribed in Part 12

The following FAR provision is provided in full text:

52.217-5 Evaluation of Options (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

SECTION 5: Representations and Certifications

5.1 Representations and Certifications

FAR 52.212-3 Offeror Representations and Certifications— Commercial Items (Mar 2015)

The Offeror shall complete only paragraph (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) website accessed through <http://www.acquisition.gov>. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (p) of this provision.

(a) Definitions. As used in this provision—

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor” means all work or service—

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Highest-level owner” means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

“Immediate owner” means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

“Inverted domestic corporation”, means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

“Manufactured end product” means any end product in product and service codes (PSCs) 1000-9999, except—

- (1) PSC 5510, Lumber and Related Basic Wood Materials;
- (2) Product or Service Group (PSG) 87, Agricultural Supplies;
- (3) PSG 88, Live Animals;
- (4) PSG 89, Subsistence;
- (5) PSC 9410, Crude Grades of Plant Materials;
- (6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) PSC 9610, Ores;
- (9) PSC 9620, Minerals, Natural and Synthetic; and
- (10) PSC 9630, Additive Metal Materials.

"Place of manufacture" means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

"Restricted business operations" means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate-

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

"Sensitive technology"-

- (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically-
 - (i) To restrict the free flow of unbiased information in Iran; or

- (ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and
 - (2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).
- “Service-disabled veteran-owned small business concern”-
- (1) Means a small business concern-
 - (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
 - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
 - (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).
- “Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.
- “Small disadvantaged business concern”, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that-
- (1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by-
 - (i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and
 - (ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
 - (2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.
- “Subsidiary” means an entity in which more than 50 percent of the entity is owned-
- (1) Directly by a parent corporation; or
 - (2) Through another subsidiary of a parent corporation.
- “Veteran-owned small business concern” means a small business concern-

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

"Women-owned small business concern" means a small business concern-

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned small business (WOSB) concern eligible under the WOSB Program" (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)

(1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the SAM website.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <http://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications-Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____.

[Offeror to identify the applicable paragraphs at (c) through (p) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer. Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.]

- (c) Reserved
- (d) Reserved
- (e) Reserved
- (f) Reserved
- (g) Reserved
- (h) Reserved

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at .]

(1) Listed end products.

Listed End Product	Listed Countries of Origin
---------------------------	-----------------------------------

_____	_____
-------	-------

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

- (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.
- (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Reserved

(k) Certificates regarding exemptions from the application of the Service Contract Labor Standards(Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the

exempt services.) [The contracting officer is to check a box to indicate if paragraph (k) (1) or (k) (2) applies.]

(1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c) (1). The offeror does does not certify that-

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c) (2) (ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) Certain services as described in FAR 22.1003-4(d) (1). The offeror does does not certify that-

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d) (2) (iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k) (1) or (k) (2) of this clause applies-

(i) If the offeror does not certify to the conditions in paragraph (k) (1) or (k) (2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k) (1) or (k) (2) of this clause or to

contact the Contracting Officer as required in paragraph (k) (3) (i) of this clause.

(1) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (1)(3) through (1)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c) (3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

TIN: _____.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____.

(5) Common parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name _____.

TIN _____.

(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations.

(1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) Representation. By submission of its offer, the offeror represents that-

- (i) It is not an inverted domestic corporation; and
- (ii) It is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall e-mail questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and Certifications. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror-

- (i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;
- (ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and
- (iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if-

- (i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and
- (ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) Ownership or Control of Offeror. (Applies in all solicitations when there is a requirement to be registered

in SAM or a requirement to have a DUNS Number in the solicitation.

(1) The Offeror represents that it o has or o does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code: _____.

Immediate owner legal name: _____.

(Do not use a "doing business as" name)

Is the immediate owner owned or controlled by another entity: Yes or No.

(3) If the Offeror indicates "yes" in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest-level owner CAGE code: _____.

Highest-level owner legal name: _____.

(Do not use a "doing business as" name)

(End of provision)

5.2 Addendum to Representations and Certifications - FAR and DOSAR Provisions not Prescribed in Part 12

The following DOSAR provision is provided in full text:

Note to Bidder/Offeror: If the bidder/offeror has indicated "yes" in blocks (a)(1), (2), or (3) of the following provision, the bidder/offeror shall include Defense Base Act insurance costs covering those employees in their proposed prices. The bidder/offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>.

652.228-70 Defense Base Act - Covered Contractor Employees (JUN 2006)

(a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

Category	Yes/No	Number	
(1) United States citizens or residents			
(2) Individuals hired in the United States, regardless of citizenship			
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no local workers' compensation laws		local nationals:	
		third-country nationals:	
(4) Local nationals or third country nationals where contract performance takes place in a country where there are local workers' compensation laws		local nationals:	
		third-country nationals:	

(b) The Contracting officer has determined that for performance in the country of Japan -

Workers' compensation laws exist that will cover local nationals and third country nationals.

Workers' compensation laws do not exist that will cover local nationals and third country nationals.

(c) If the bidder/offeror has indicated "yes" in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

652.209-79 Representation by Corporation Regarding an Unpaid Delinquent Tax Liability or a Felony Criminal Conviction Under Any Federal Law (SEPT 2014) (DEVIATION per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that -

(1) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this

further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State's policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that—

(1) It is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is [] is not [] a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(End of provision)

Attachment 1 - Sample Task Order Form

ORDER FOR SUPPLIES OR SERVICES						PAGE	OF	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1		
1. DATE OF ORDER <i>(to be determined)</i>		2. CONTRACT NO. <i>(If any)</i> <i>(to be determined)</i>		6. SHIP TO:				
3. ORDER NO.		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE U.S. Embassy				
5. ISSUING OFFICE <i>(Address correspondence to)</i> U.S. Embassy				b. STREET ADDRESS 1-10-5 Akasaka				
7. TO:				c. CITY Minato-ku, Tokyo		d. STATE	e. ZIP CODE 107-0052	
				f. SHIP VIA				
a. NAME OF CONTRACTOR <i>(to be determined)</i>		8. TYPE OF ORDER						
b. COMPANY NAME		<input checked="" type="checkbox"/> a. PURCHASE REF YOUR: _____ Please furnish the following on the terms And conditions specified on both sides of This order and on the attached sheet, if Any, including delivery as indicated.			<input checked="" type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS		d. CITY		e. STATE	f. ZIP CODE			
9. ACCOUNTING AND APPROPRIATION DATA Funds will be obligated at the time an order is placed.				10. REQUISITIONING OFFICE Facility Management Office				
11. BUSINESS CLASSIFICATION <i>(Check appropriate box(es))</i>								
<input type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> d. WOMEN-OWNED		
12. F.O.B. POINT Destination			14. GOVERNMENT B/L NO. n/a		15. DELIVER TO F.O.B. POINT ON OR BEFORE <i>(Date)</i> Indefinite		16. DISCOUNT TERMS Net 30	
13. PLACE OF			a. INSPECTION See Block 6.		b. ACCEPTANCE See Block 6.			
17. SCHEDULE <i>(See reverse for Rejections)</i>								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Task Order Pursuant to the authority of FAR 52.216-18 Ordering, the Contractor shall perform general housekeeping services for the following location(s) in accordance with terms and conditions of the contract, effective the start of performance through the completion and final acceptance of the work: <i>(to be determined)</i>							
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Financial Management Officer							17(i) GRAND TOTAL
	b. STREET ADDRESS <i>(or P.O. Box)</i> 1-10-5 Akasaka							
c. CITY Minato-ku, Tokyo		d. STATE	e. ZIP CODE 107-8420					
22. UNITED STATES OF AMERICA BY <i>(Signature)</i>					23. NAME <i>(Name of Contracting Officer)</i> TITLE: CONTRACTING/ORDERING OFFICER			



Regional Security Office Tokyo Security Form

Please type or write in legible block letters.

Use number 19 if you need extra space for your detailed answers.

和文・英文両方で明確に書いて下さい。英文に関しては、タイプするか活字体で記入して下さい。

(記入欄が不足した場合には、設問19にそれぞれの番号を付した上、ご記入ください。)

1. Name

氏名

_____/_____/_____
 (LAST /苗字) (First/名前) (Middle)

2. Alias/Maiden name

別姓・旧姓

3. Date of Birth

生年月日

Year

年

Month

月

Day

日

4. Nationality 国籍

5. Marital Status 婚暦

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single 独身	Married 婚姻	Widowed 寡婦/夫	Divorced 離婚

6. Place of Birth (City/State) 出生地(都道府県/区市町村)

7. Permanent

Address

本籍地

8. Present Address

現住所

〒

9. TEL :

CELL:

EMAIL:

10. Previous addresses of past 7 years. From present to past. (過去7年間の住所を新しい順に。)

Duration 期間

Address 住所

(例'98年4月～'00年9月

〒107-0051 東京都港区赤坂1-10-5)

PHOTO

11. Last Education (最終学歴)

DATES	NAME OF SCHOOL	DEPARTMENT, MAJOR	ADDRESS
～			
期間	学校名	学部・学科	住所
～			

12. Employments of past 7 years. From present to past. (過去7年間の職業。新しい順に)
(From/ To/ Name of Company / Address, 期間/会社名/所在地)

Dates/期間	Name of Company/ 就業先名	Address and Phone Number/ 住所、電話番号
～		
～		
～		
～		
～		
～		

13. Biological Sketch (Parents, Spouse, Children, Siblings, In-Laws)

家族構成(両親、配偶者、子供、兄弟姉妹、義父母)

Name	Relationship	DOB	Nationality	Occupation (Detailed)	Residence(City,Country)
名前	関係	生年月日	国籍	職業(具体的に)	居住地(町, 国)
	父 (Father)				
	母 (Mother)				

14. Three References residing in Japan: **Do not include family or relatives.**

(日本在住の参考人3名、住所と電話番号。家族及び親戚を除く。)

Name / 名前	Address / 住所
勤務先, 就学先名	郵便番号 Telephone/ 電話番号
	〒
	〒
	〒

15. Travel History (List your overseas travel in the last 7 years, start with most recent one.) 渡航歴 (現在から過去7年まで遡って記入してください。)				
Country 国名	DATES 期間		Type of Visa ビザ	Purpose 目的
	From	To		

16. Health Conditions 健康状態 (If answer is "YES" please give details under Item #19.)			
"YES" の回答があれば、設問19に詳細を書き込んでください。		YES	NO
Have you now or have you ever had any physical limitations? 過去に身体的制約（ハンディキャップ）を持っていた、もしくは現在持っていますか？		<input type="checkbox"/>	<input type="checkbox"/>
Are you now under a physician's care? 現在、医師にかかっていますか？		<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a nervous disorder? 神経系疾患を患った事がありますか？		<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had tuberculosis? 結核を患った事がありますか？		<input type="checkbox"/>	<input type="checkbox"/>
Within the past 12 months, have you used intoxicating beverages or drug to excess? 過去12ヶ月内で酒類や薬物を過剰に摂取しましたか？		<input type="checkbox"/>	<input type="checkbox"/>
Do you have a drug, narcotic or alcohol addiction? 薬物、麻薬もしくはアルコール依存の症状がありますか？		<input type="checkbox"/>	<input type="checkbox"/>

17. Have you ever been arrested or detained by any police or military authority? If so, name the authority, give the time, place and reason for arrest or detention and the disposition of court action.
警察に逮捕されたことがありますか？あれば警察名、年月日、場所、理由、処分等を記入してください。

18. Draw a map of your residence to the nearest train station using the space below.
最寄りの駅より自宅までの地図を詳細に書いて下さい。

19. Use this space for detailed answers. Number answers to correspond with the questions. Use extra blank pages, if necessary.

空欄を使用し、設問の番号と共に回答の詳細を記入してください。必要であれば空白のページを追加して下さい。

This is to certify that the information provided herein is true to the best of my knowledge.

以上相違ありません。

Signature (署名)

Date (日付)