



**Embassy of the United States of America**

**Tokyo, Japan**

July 12, 2016

Dear Prospective Quoters:

SUBJECT: Request for Quotations (RFQ) Number SJA800-16-Q-0935  
Audio-Visual System Components and Installation Services  
for the American Center Japan (ACJ)

The Embassy of the United States of America seeks to enter into a contract with a qualified, responsible, and reliable firm with sufficient knowledge and facilities for obtaining audio-visual system components and installation services for the American Center Japan, in Tokyo.

If you are interested in submitting a quotation on this project, read the instructions in Section E of the enclosed Request for Quotations (RFQ).

1. Pre-quotation Conference and Site Visit

a. To provide all the quoters with a uniform explanation of requirements, the Embassy will hold a pre-quotation conference and site visits on the following date, time, and location

Date and Time: Thursday, July 21, 2016; at 1:30 p.m.

Location: American Center Japan  
NOF Tameike Building, 8F  
1-1-14 Akasaka  
Minato-ku, Tokyo 107-0052  
Tel: 03-5545-7438

Note: American Center Japan does not provide parking spaces. All participants must arrange their own parking place if you plan to come by vehicles.

b. All interested quoters who wish to attend must submit individual name(s), company name/address, telephone/fax numbers, and e-mail address to Masao Chuma at facsimile number 03-3224-5179 or e-mail at [ChumaMX@state.gov](mailto:ChumaMX@state.gov) by no later than 12:00 noon, Wednesday, July 20, 2016 (local time), to arrange entry to the ACJ.

c. Attendee(s) must present an identification (ID) card (e.g. driver's license, passport, etc.) with photo on it when entering the ACJ.

## 2. Questions

Following the Site Visits, interested quoters may submit questions in English in regard to this RFQ by 12:00 noon, Monday July 25, 2016, via FAX at 03-3224-5179 or e-mail at [ChumaMX@state.gov](mailto:ChumaMX@state.gov). All questions will be consolidated and one response will be released and posted on the Embassy's website at <http://japan2.usembassy.gov/e/info/tinfo-solicitations.html>.

## 3. Quotations

Quotations must be received by no later than **4:00 p.m., Friday, July 29, 2016 (local time)**, to Masao Chuma of U.S. Embassy Tokyo, via FAX at 03-3224-5179 or e-mail at [ChumaMX@state.gov](mailto:ChumaMX@state.gov). No quotation will be accepted after this time.

4. 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. Below is the website link providing additional vendor registration information:

<https://www.sam.gov/portal/SAM/#1#1>

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 Request for Quotations process.

Sincerely,



Jason R. Cubas  
Contracting Officer

Enclosure:

Request for Quotations SJA800-16-Q-0935

<b>REQUEST FOR QUOTATIONS (RFQ)</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ [ ] IS [ <input checked="" type="checkbox"/> ] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 1	OF 1	PAGES 18
1. REQUEST NO. SJA800-16-Q-0935	2. DATE ISSUED July 12, 2016	3. REQUISITION/PURCHASE REQUEST NO. PR5279713	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING		
5A. ISSUED BY  GSO/Procurement Unit U.S. Embassy 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 Japan				6. DELIVER BY (Date)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION See RFQ.			
NAME  Masao Chuma		TELEPHONE NUMBER					
		AREA CODE 03	NUMBER 3224-5752				
8. TO:				9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE			
c. STREET ADDRESS				b. STREET ADDRESS			
d. CITY		e. STATE	f. ZIP CODE	c. CITY			
				d. STATE	e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE: July 29, 2016; 4:00 p.m.		<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter					

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

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Audio-Visual System Components and Installation Services for the American Center Japan, in accordance with the terms and conditions of Request for Quotations.  <small>This RFQ incorporates FAR clause 52.212-4 and provision 52.212-1 by reference.</small>	1	Project		
12 DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER      %

NOTE: Additional provisions and representations [  ] are [ ] are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME and ADDRESS OF QUOTER (COMPANY)						
DUNS NO.:						
c. COUNTY			16. SIGNER a. NAME (Type or print)		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
					NUMBER	

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### List of Attachments:

Attachment D-1, List of Equipment

Attachment D-2, Diagram (Visual)

Attachment D-3, Diagram (Sound)

**Section A: Price**

The Contractor shall complete all work, including furnishing all labor, material, equipment and services required under this purchase order for the following firm fixed price and within the time specified. This price shall include all labor, materials, insurances, equipment and installation services, overhead, and profit.

One Project: ¥ \_\_\_\_\_

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>)

## **Section B: Statement of Work**

### 1. Scope of Work:

The work to be performed under this contract is to both install new components of the audio-visual components and replace dated components at the American Center Japan (ACJ) of Public Affairs Section, U.S. Embassy Tokyo. The Contractor shall install contractor-furnished AV system in the multi-purpose-room ("hall"). The Contractor shall provide all labor, tools, equipment, materials, transportation and incidentals required to accomplish the work specified in this statement of work. The installation work is required to be installed in August, 2016.

Location: American Center Japan  
Address: NOF Tameike Building, 8F  
1-1-14 Akasaka  
Minato-Ku, Tokyo 107-0052

Not all components of the audio-visual system are being replaced and some current components will exist alongside new portions. Specific parameters of the upgrade/installation are outline in attached documents (See attachments D-1, D-2, and D-3).

### 2. General Requirements:

2.1 The Contractor shall keep copies of the drawings and specifications for this contract and shall at all times make these available to the Contracting Officer's Representatives (COR) upon request. Any items provided for in the specifications or drawings shall be considered as being shown or provided for in both. In any case of discrepancy in the figures of drawings, the matter shall be immediately brought to attention of the COR, without whose decision said discrepancy shall not be adjusted by the contractor, save only at its own risk and expense. The COR may furnish from time to time such additional drawing s or the other information as the COR may consider necessary.

2.2 The Contracting Officer (CO) may, at any time, by written order, make changes in the drawing and/or specifications of this contract and within the general scope thereof. If such changes cause any increase in the amount due under this contract, or in the time required for its performance, the CO shall approve such changes and issue a modification to reflect such changes in writing. No changes in the scope of performance, or changes which result in increase of the cost, any increase in cost must be approved by the CO by modifications.

### 3. Materials and Work Standards:

3.1 Unless otherwise specified herein, all the materials to be used for the contracted work shall be new and meet or exceed the Japanese Industrial Standard (JIS) and Japan National Electrical Codes.

All the work and procedures in the contract shall be performed in conformity to the specifications and drawings. Unless otherwise stipulated herein, all the work required under this contract shall be accomplished in conformity to the followings:

- (1) Japan Electrical Codes for Building
- (2) Manufacturer's Specifications for installation of AV system

3.2 The Contractor shall all the times enforce strict discipline, good order among his employees and assure workmanship of quality. The Contractor shall ensure that all personnel employed in the performance of this contract are qualified and process the necessary licenses required in their respective trades. The Contractor shall obtain all required licenses and permits at no additional cost to the Government, and shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the contact work, and shall further be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance. The Contractor agrees to release the Government from all damages or claims arising from work covered by this contract.

3.3 All work, either in progress or in completed state under this contract, shall be continuously protected by the Contractor against damage, and shall be so secured as to preclude any accidents or damages to adjacent property or personnel, until turn over to and accepted by the Government. Protective clothing will be worn at all times by the Contractor employees during the execution of this area prior to turnover to the Government. The Contractor shall not display signs or advertisements at any time on or adjacent to the premises.

#### 4. Working Hours:

The Contractor shall prepare and arrange its schedule for this contract work. Should the Contractor need to work in the premises other than the specified dates, the Contractor shall submit a written request for changes or alterations of the schedule to the COR approval. In order to minimize disruption of activities of the ACJ, the Contractor shall make arrangement of schedule and coordinate with ACJ staff in charge. The Contractor shall make necessary report to the building landlord through ACJ staff.

4.1 Regular Working Hours: 08:30 - 17:30, Monday through Friday

4.2 Saturday, Sunday, Japanese and American Holidays are closed.

5. Technical Provisions:

5.1 New Plan shall be as follows:

- (1) Coexistence of the current AV system and newly purchasing AV system.
- (2) Touch panel control from AV booth.
- (3) Installation of larger screen from the ceiling and ceiling mounted projector with 5000lm using digital cables in order to accommodate more film showing programs.
- (4) Additional display monitor on the side as well as the current monitor shall also enable to cover wider audience area at the venue.
- (5) The new plan shall send sound from newly purchasing digital mixer to analog mixer and it shall be also reflected to simultaneous interpretation system.
- (6) The currently used AV system, simultaneous interpretation system, live streaming system shall stay in the new plan.
- (7) The use of digital wireless system shall enhance security to avoid information leakage as well as noise interference.

5.2 Major Equipment and Installation:

- (1) Refer to the diagrams and equipment listings in the attachments for details.
- (2) Inspection (See Subsection 7. Test operation)
- (3) The entire installation of the outdoor/indoor units shall be performed in conformity to the standard specifications of the manufacturer.

6. Disposal of debris

6.1 The Contractor shall be responsible for keeping the work areas clean and neat. After completion of work, the contractor shall clean the work areas, including vacuuming of the space. The Contractor shall dispose of all debris left over from the contracted work, unless otherwise stipulated herein, outside the ACJ in accordance with applicable local codes for industrial waste disposal. The contractor shall consult with ACJ POC for disposal action.

7. Test operation

After all the installations are completed, the Contractor shall perform test operation and adjustment of the AV system to ensure that

the system operate in conformity to the operation parameters intended. The Contractor shall record test operation data, prepare the test operation report and submit to the COR for verification and acceptance. If the test operation data and report do not meet the operation parameters intended, the COR may request the Contractor to redo the test operation and adjustment with ACJ assigned AV core engineers (contracted core chief engineers or engineer in the Press Office or both).

8. Contractor's Submittal

The Contractor shall submit a work schedule, setting forth date, time, contents of work, personnel and like. And should unusual condition be found, the Contractor shall immediately report the status, its causes and countermeasures to the COR.

9. Inspection and acceptance by COR

The Government has the right to inspect and test all services called for by this contract, to the extent practicable at all times and places during the term of the contract. If any of the services do not conform to the contract requirements, the Government may require the Contractor to perform the services again on conformity to the contract requirements, at no additional cost to the Government.

10. Work Guarantee

The Contractor shall guarantee all work completed under this contract for the period of one (1) year from the date of work completion accepted by the COR. The Contractor shall repair and/or correct any found defects/deficiencies accordingly during this period at no cost to the Government.

**Section C: Clauses**

**FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

This purchase order or BPA incorporates the following 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 this address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at:  
<http://www.statebuy.state.gov/dosar/dosartoc.htm>

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES**

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions - Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	MAY 2015
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

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.

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES**

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative "The COR is American Center Japan Coordinator."	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

**652.204-70 Department of State Personal Identification Card Issuance Procedures (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>.

**Section D: List of Attachments**

Attachment D-1, List of Equipment

Attachment D-2, Diagram (Visual)

Attachment D-3, Diagram (Sound)

## Section E: Quotation Information

### E.1 Qualifications of Quoters

Quoters must be technically qualified and financially responsible to perform the work described in this Request for Quotations. At a minimum, each Quoter must meet the following requirements:

- (1) be able to understand written and spoken English;
- (2) have an established business with a permanent address and telephone listing;
- (3) be able to demonstrate prior construction experience with suitable references;
- (4) have the necessary personnel, equipment and financial resources available to perform the work;
- (5) have all licenses and permits required by local law;
- (6) meet all local insurance requirements;
- (7) have the ability to obtain or to post adequate performance security, such as bonds, irrevocable letters of credit or guarantees issued by a reputable financial institution;
- (8) have no adverse criminal record; and
- (9) have no political or business affiliation which could be considered contrary to the interests of the United States.

### E.2 Submission of Quotations

This Request for Quotation is for the performance of the services described in Section B: Statement of Work, and the Attachments which are a part of this Request for Quotations.

Each quotation must consist one copy of the following:

- (a) Volume 1 - Standard Form (SF) 18. Volume 1 consists of completion of blocks 11(f), 13a, 14, 15, 16a, 16b, and 16c of the form.
- (b) Volume 2 - Price. Volume 2 consists of Section A: Price on page 3 of the RFQ.
- (c) Volume 3 - Price Breakdown.

Submit the complete quotation via FAX at 03-3224-5179 or e-mail at [ChumaMX@state.gov](mailto:ChumaMX@state.gov) by no later than 4:00 p.m., Friday, July 29, 2016 (local time). No quotations will be accepted after this time.

**Section F: Evaluation Criteria**

Evaluation of Quotations

(a) Award will be made to the lowest priced, responsible quoter. The U.S. Government reserves the right to reject quotations that are unreasonably low or high in price.

(b) 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.

Make	Item	Type	Qty
EPSON	Projector (5000 lm)	EB-1975W	1
FELIO	Projector Hanger	SPCM-500	1
KIC	Screen	KEW-WX150AW	1
Sharp	70 Monitor	PN-R703	1
Sharp	Stand	PN-ZS601	1
IDK	HDMI Matrix Switcher (D5R4 x D4)	MSD-5404	1
IDK	HDMI Twist Pair Cable Extender (Transmitter)	HDC-TH100-B	2
IDK	HDMI Twist Pair Cable Extender (Receiver)	HDC-RH100-B	6
IDK	Quarter Rack Mount Metal	RM-42HQ	1
IDK	HD-CAT6-Splitter (2)	HDC-TH201	2
IDK	Rack Mount Metal Fitting	RM-44D	1
Shure	Digital Wireless Handheld Mic	ULXD2/B87A-JB	5
Shure	Digital Wireless Ear Set Mic	MX153B/O-TQG	3
Shure	Digital Wireless Lapel Mic	WL184	3
Shure	Body Pack Transmitter	ULXD1-JB	3
Shure	Digital Wireless Tuner 4CH Model	ULXD4Q-AB	2
Shure	Battery for Mic	SBC200-J	4
Shure	Lithium Ion Battery	SB900	8
YAMAHA	Digital Mixer	MTX5-D	1
YAMAHA	AD/DA Card	MY8-ADDA96	1
MAKKIE	Analogue Mixer	1402VLZ4	1
DRAWMER	Splitter (6)	DA6	3
YAMAHA	Power Amplifier	XMV4140	1
Panasonic	Bluray Player	DMP-BDT170	1
Panasonic	Power Control Unit	WU-L61	3
CRESTRON	Control System	CP3	1
CRESTRON	Liquid Crystal Display Touch Panel	TSW-750B	1
CRESTRON	TableTop Kit	TSW-750TTKB	1
CRESTRON	TP POE Injector	PWE-4803RU	1
CRESTRON	Infrared Emitter	IRP2	1
APPLE	Touch Panel Interface	MGLW2J/A	1
BELKIN	iPad Dock Stand	F8J088bt	1
BUFFALO	WiFi Router	WSR-1166DHP	1
ELECOM	Display Port - HDMI Converter	AD-DPHBK	3
ELECOM	Mini Display Port - HDMI Convert	AD-MDPHDMIBK	3
SANWA SUPPLY	VGA-HDMI Converter	VGA-CVHD2	3
AURORA	EIA Rack (28U) Black	EIA-28B	1
BOSCH	Interpreter Unit	DCN-IDISK-L	1
BOSCH	Mic	DCN-MICS	1
Cables as needed			as needed



