Embassy of the United States of America

Tokyo, Japan

July 15, 2020

Dear Prospective Offerors:

Subject: Request for Quotations Number 19JA80-20-Q-0574
Sprinkler Heads Installation Services

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 installation services of sprinkler heads in Public Affairs Section (PAS) TV Studio of the U.S. Embassy Tokyo in Japan.

Note: As required by U.S. Government's federal acquisition regulation (FAR), prospective offeror 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: https://www.sam.gov/SAM/.

If you are interested in submitting a quote on this project, follow the instructions in Section J: Quotation Information of the Request for Quotations (RFQ), complete the required portions of the enclosed document, and submit via email to shown on the next page.

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 visit, as follows:

Date: Wednesday, July 22, 2020
Time: From 10:00 a.m. to on/about 11:30 a.m.
Location: Meet at front of Reception Area of the U.S. Embassy
1-10-5 Akasaka, Minato-ku, Tokyo 107-8420

(b) All interested quoters who wish to attend must submit individual name (s), limited to two persons per company, company name/address, telephone/fax numbers, and email address to Masao Chuma via email at ChumaMX@state.gov by no later than 3:00 p.m., Monday, July 20, 2020 (local time), to arrange entry to the Residence compound.

(c) 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.

(d) Please note that PCs, electronic measuring equipment, cameras, and any kinds of electronic device are not allowed to bring for this meeting.

(e) Bringing laptop PC into the Embassy building is prohibited. Therefore, do NOT bring a PC along with you as the Embassy guards are not allowed to hold it on behalf of you.

(f) Photography is NOT ALLOWED. Embassy will provide approved photos on website when request arise.

2. Questions

Following the conference, quoters may submit questions (in English) in regard to this RFQ by 3:00 p.m., Friday, July 24, 2020 (local time) via email at ChumaMX@state.gov. All questions will be consolidated and one response will be prepared and posted on the Embassy's website, the same website from where you obtained the solicitation documents.

3. Quotations

Quotations must be received by no later than **12:00 noon, Monday, August 3, 2020 (local time)** to Masao Chuma of U.S. Embassy Tokyo, via **email** to the indicated below. No quotation will be accepted after this time.

Point of Contact: Masao Chuma
Email: ChumaMX@state.gov
Subject: RFQ 19JA80-20-Q-0574

Mobile: 090-1110-9306
Embassy Telephone Operator: 03-3224-5000

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,

Darin A. Phaovisaid
Contracting Officer

Enclosure:
Request for Quotations 19JA80-20-Q-0574

REQUEST FOR QUOTATIONS (RFQ) *(THIS IS NOT AN ORDER)*	THIS RFQ [ ] IS [x] IS NOT A SMALL BUSINESS-SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 1	OF	PAGES 35

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
19JA80-20-Q-0574	July 15, 2020	PR9115600		

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*

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Masao Chuma	+81-3	3224-5752

7. DELIVERY
X FOB DESTINATION OTHER *(See Schedule)*

8. TO:

a. NAME	b. COMPANY	
c. STREET ADDRESS		
d. CITY	e. STATE	f. ZIP CODE

9. DESTINATION

a. NAME OF CONSIGNEE	
b. STREET ADDRESS	
c. CITY	
d. STATE	e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE:
August 3, 2020;
12:00 noon (local time)

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or 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)
001	Installation Service of Sprinkler Heads in Public Affairs Section (PAS) TV Studio of the U.S. Embassy Tokyo, in accordance with attached terms and conditions of the request for quotations. This RFQ incorporates FAR clause 52.212-4 and provision 52.212-1 by reference.	(See the pricing table – Section A: Price.)			

1 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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Section A: Price

A.1 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, all insurances, overhead, and profit.

Total Price: _____

Note: The U.S. Embassy Tokyo 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:
https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/shohi/annai/23120184.htm
)

A.2 Offers and Payment in U.S. dollars: U.S. firms are eligible to be paid in U.S. dollars. U.S. firms desiring to be paid in U.S. dollars should submit their offers in U.S. dollars. A U.S. firm is defined as a company which operates as a corporation incorporated under the laws of a state within the United States.

Foreign firms: Any firm, which is not a U.S. firm, is a foreign firm. Any firm that does not meet the above definition of U.S. firm shall submit its prices and receive payment in Japanese Yen.

Section B: Statement of Work

B.1 The Contractor shall furnish and install all materials required by this purchase order. The Statement of work is set forth in Section I as Attachment I-1, and the contract drawings set forth in Section I as Attachment I-2.

B.2 In case of differences between small and large-scale drawings, the latter will govern. Where a portion of the work is drawn in detail and the remainder of the work is indicated in outline, the parts drawn in detail shall apply also to all other portions of the work.

Section C: Packaging and Marking

The Contractor shall mark materials delivered to the site as follows:

U.S. Embassy Tokyo
Attn: Facility Management Office
1-10-5 Akasaka
Minato-ku, Tokyo 107-8420
Japan

Section D: Inspection and Acceptance

The COR, or his/her authorized representatives, will inspect from time to time the services being performed and the supplies furnished to determine whether work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such inspection.

D.1 Substantial Completion

(a) "Substantial Completion" means the stage in the progress of the work as determined and certified by the Contracting Officer in writing to the Contractor, on which the work (or a portion designated by the Government) is sufficiently complete and satisfactory. Substantial completion means that the property may be occupied or used for the purpose for which it is intended, and only minor items such as touch-up, adjustments, and minor replacements or installations remain to be completed or corrected which:

(1) do not interfere with the intended occupancy or utilization of the work, and

(2) can be completed or corrected within the time period required for final completion.

(b) The "date of substantial completion" means the date determined by the Contracting Officer or authorized Government representative as of which substantial completion of the work has been achieved.

Use and Possession upon Substantial Completion - The Government shall have the right to take possession of and use the work upon substantial completion. Upon notice by the Contractor that the work is substantially complete (a Request for Substantial Completion) and an inspection by the Contracting Officer or an authorized Government representative (including any required tests), the Contracting Officer shall furnish the Contractor a Certificate of Substantial Completion. The certificate will be accompanied by a Schedule of Defects listing items of work remaining to be performed, completed or corrected before final completion and acceptance. Failure of the Contracting Officer to list any item of work shall not relieve the Contractor of responsibility for complying with the terms of the contract. The Government's possession or use upon substantial completion shall not be deemed an acceptance of any work under the contract.

D.2 Final Completion and Acceptance

(a) "Final completion and acceptance" means the stage in the progress of the work as determined by the Contracting Officer and confirmed in writing to the Contractor, at which all work required under the contract has been completed in a satisfactory manner, subject to the discovery of defects after final completion, and except for items specifically excluded in the notice of final acceptance.

(b) The "date of final completion and acceptance" means the date determined by the Contracting Officer when final completion of the work has been achieved, as indicated by written notice to the Contractor.

(c) Final Inspection and Tests. The Contractor shall give the Contracting Officer at least five days advance written notice of the date when the work will be fully completed and ready for final inspection and tests. Final inspection and tests will be started not later than the date specified in the notice unless the Contracting Officer determines that the work is not ready for final inspection and so informs the Contractor.

(d) Final Acceptance. If the Contracting Officer is satisfied that the work under the contract is complete (with the exception of continuing obligations), the Contracting Officer shall issue to the Contractor a notice of final acceptance and make final payment upon:

(1) Satisfactory completion of all required tests,

(2) A final inspection that all items by the Contracting Officer listed in the Schedule of Defects have been completed or corrected and that the work is finally complete (subject to the discovery of defects after final completion), and

(3) Submittal by the Contractor of all documents and other items required upon completion of the work, including a final request for payment (Request for Final Acceptance).

Section E: Deliveries or Performance

E.1 FAR 52.211-10 Commencement, Prosecution, and Completion of Work (APR 1984)

The Contractor shall be required to:

(a) commence work under this contract from the date specified on the Notice to Proceed (NTP),

(b) prosecute the work diligently, and,

(c) complete the entire work in 16 calendar days after commencement of the work, including fabrication.

The time stated for completion shall include final cleanup of the premises.

E.2 FAR 52.211-12 Liquidated Damages – Construction (SEPT 2000)

(a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay liquidated damages to the U.S. Government in the amount of ¥50,000 for each calendar day of delay until the work is completed or accepted.

(b) If the Government terminates the Contractor’s right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Default clause.

E.3 Contractor’s Submission of Construction Schedules

(a) The time for submission of the schedules referenced in FAR 52.236-15, "Schedules for Construction Contracts", paragraph (a), is hereby modified to reflect the due date for submission as "10 calendar days after receipt of an executed contract."

(b) These schedules shall include the time by which shop drawings, product data, samples and other submittals required by the contract will be submitted for approval.

(c) The Contractor shall revise such schedules (1) to account for the actual progress of the work, (2) to reflect approved adjustments in the performance schedule, and (3) as required by the Contracting Officer to achieve coordination with work by the Government and any separate contractors used by the Government. The Contractor shall submit a schedule, which sequences work so as to minimize disruption at the job site.

(d) All deliverables shall be in the English language and any system of dimensions (English or metric) shown shall be consistent with that used in the contract. No extension of time shall be allowed due to delay by the Government in approving such deliverables if the Contractor has failed to act promptly and responsively in submitting its deliverables. The Contractor shall identify each deliverable as required by the contract.

(e) Acceptance of Schedule: When the Government has accepted any time schedule; it shall be binding upon the Contractor. The completion date is fixed and may be extended only by a written contract modification signed by the Contracting Officer. Acceptance or approval of any schedule or revision thereof by the Government shall not:

(1) Extend the completion date or obligate the Government to do so,

(2) Constitute acceptance or approval of any delay, or

(3) Excuse the Contractor from or relieve the Contractor of its obligation to maintain the progress of the work and achieve final completion by the established completion date.

E.4 Notice of Delay

If the Contractor receives a notice of any change in the work, or if any other conditions arise which are likely to cause or are actually causing delays which the Contractor believes may result in late completion of the project, the Contractor shall notify the Contracting Officer. The Contractor’s notice shall state the effect, if any, of such change or other conditions upon the approved schedule, and shall state in what respects, if any, the relevant schedule or the completion date should be revised. The Contractor shall give such notice promptly, not more than ten (10) days after the first event giving rise to the delay or prospective delay. Only the Contracting Officer may make revisions to the approved time schedule.

E.5 Notice to Proceed

(a) After receiving and accepting any bonds or evidence of insurance, the Contracting Officer will provide the Contractor a Notice to Proceed. The Contractor must then prosecute the work, commencing and completing performance not later than the time period established in the contract.

(b) It is possible that the Contracting Officer may elect to issue the Notice to Proceed before receipt and acceptance of any bonds or evidence of insurance. Issuance of a Notice to Proceed by the Government before receipt of the required bonds or insurance

certificates or policies shall not be a waiver of the requirement to furnish these documents.

E.6 Working Hours

All work shall be performed during the hours between 08:30 and 17:30, Monday through Sunday. Other hours, if requested by the Contractor, may be approved by the Contracting Officer's Representative (COR). The Contractor shall give 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours, initiated by the Contractor, will not be a cause for a price increase.

E.7 Preconstruction Conference

A preconstruction conference will be held 10 days after contract award at Facility Management Office, U.S. Embassy, located at 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420, to discuss the schedule, submittals, notice to proceed, mobilization and other important issues that effect construction progress. See FAR 52.236-26, Preconstruction Conference.

E.8 Deliverables - The following items shall be delivered under this purchase order:

Description	Qty.	Deliver Date	Deliver To
Subsection D.2 Request for Substantial Completion	1	15 days before inspection	COR
Subsection D.3 Request for Final Acceptance	1	5 days before Inspection	COR
Subsection E.3 Construction Schedule	1	10 days after award	COR
Subsection E.7 Preconstruction Conference	1	10 days after award	COR
Subsection F.2 Payment Request	1	Last calendar day of each month	COR
Subsection G.2 Insurance	1	10 days after award	CO
Subsection G.5.3 RSO Tokyo Security Form	1	10 days after award	COR

Section F: Administrative Data

F.1 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 Maintenance Supervisor of Facility Management Office at the U.S. Embassy in Tokyo, Japan.

F.2 Payment

The Contractor's attention is directed to Section H, 52.232-5, "Payments under Fixed-Price Construction Contracts." The following elaborates on the information contained in that clause.

Requests for payment, may be made no more frequently than monthly. Payment requests shall cover the value of labor and materials completed and in place, including a prorated portion of overhead and profit.

After receipt of the Contractor's request for payment, and on the basis of an inspection of the work, the Contracting Officer shall make a determination as to the amount, which is then due. If the Contracting Officer does not approve payment of the full amount applied for, less the retainage allowed by in 52.232-5, the Contracting Officer shall advise the Contractor as to the reasons.

Under the authority of 52.232-27(a), the 14 day period identified in FAR 52.232-27(a)(1)(i)(A) is hereby changed to 30 days.

U.S. Embassy Tokyo
Attn: Financial Management Center (FMC)
(Invoice/PO# 19JA8020P0574)

The Contractor may submit invoices electronically to TokyoInvoices@state.gov.

Section G: Special Requirements

G.1 Reserved

G.2 Insurance

G.2.1 Amount of Insurance. The Contractor is required by FAR 52.228-5 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:

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

(a) Bodily Injury on or off the site stated in Japanese Yen:

Per Occurrence	¥30,000,000
Cumulative	¥90,000,000

(b) Property Damage on or off the site in Japanese Yen:

Per Occurrence	¥3,000,000
Cumulative	¥9,000,000

G.2.2 The foregoing 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.

G.2.3 The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or 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 therefrom, except in the instance of gross negligence on the part of the Government.

G.2.4 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.

G.2.5 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.3 Document Descriptions

G.3.1 Supplemental Documents. The Contracting Officer shall furnish from time to time such detailed drawings and other information as is considered necessary, in the opinion of the Contracting Officer, to interpret, clarify, supplement, or correct inconsistencies, errors or omissions in the Contract documents, or to describe minor changes in the work not involving an increase in the contract price or extension of the contract time. The Contractor shall comply with the requirements of the supplemental documents, and unless prompt objection is made by the Contractor within 20 days, their issuance shall not provide for any claim for an increase in the Contract price or an extension of contract time.

(a) Record Documents. The Contractor shall maintain at the project site:
(1) a current marked set of Contract drawings and specifications indicating all interpretations and clarification, contract modifications, change orders, or any other departure from the contract requirements approved by the Contracting Officer; and,
(2) a complete set of record shop drawings, product data, samples and other submittals as approved by the Contracting Officer.

(b) "As-Built" Documents: After final completion of the work, but before final acceptance thereof, the Contractor shall provide:
(1) a complete set of "as-built" drawings, based upon the record set of drawings, marked to show the details of construction as actually accomplished; and
(2) record shop drawings and other submittals, in the number and form as required by the specifications.

G.4 Laws and Regulations

The Contractor shall, without additional expense to the Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work, including those of the host country, and with the lawful orders of any governmental authority having jurisdiction. Host country authorities may not enter the construction site without the permission of the Contracting Officer. Unless otherwise directed by the Contracting Officer, the Contractor shall comply with the more stringent of the requirements of such laws, regulations and orders and of the contract. In the event of a conflict between the contract and such laws, regulations and orders, 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.

G.4.1 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.

G.4.2 The Contractor shall give written assurance to the Contracting Officer that all subcontractors and others performing work on or for the project have obtained all requisite licenses and permits.

G.4.3 The Contractor shall submit proper documentation and evidence satisfactory to the Contracting Officer of compliance with this clause.

G.5 Construction Personnel

G.5.1 The Contractor shall maintain discipline at the site and at all times take all reasonable precautions to prevent any unlawful, riotous, or disorderly conduct by or among those employed at the site. The Contractor shall ensure the preservation of peace and protection of persons and property in the neighborhood of the project against such action. The Contracting Officer may require, in writing that the Contractor remove from the work any employee that the Contracting Officer deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment on the project is deemed by the Contracting Officer to be contrary to the Government's interests.

G.5.2 If the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately give notice, including all relevant information, to the Contracting Officer.

G.5.3 After award of the contract, the Contractor has 10 calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. It is anticipated that security checks will take 30 days to perform. Each individual shall complete and submit Regional Security Office (RSO) Tokyo Security Form (see Attachment I-4).

Failure to provide any of the above information may be considered grounds for rejection and/or resubmittal of the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site. This badge may be revoked at any time due to the falsification of data, or misconduct on site.

G.5.4 The Contractor shall provide an English speaking supervisor on site at all times. This position is considered as key personnel under this purchase order.

G.6 Materials and Equipment

All materials and equipment incorporated into the work shall be new and for the purpose intended, unless otherwise specified. All workmanship shall be of good quality and performed in a skillful manner that will withstand inspection by the Contracting Officer.

G.7 Special Warranties

G.7.1 Any special warranties that may be required under the contract shall be subject to the stipulations set forth in 52.246-21, "Warranty of Construction", as long as they are not in conflict.

G.7.2 The Contractor shall obtain and furnish to the Government all information required to make any subcontractor's, manufacturer's, or supplier's guarantee or warranty legally binding and effective. The Contractor shall submit both the information and the guarantee or warranty to the Government in sufficient time to permit the Government to meet any time limit specified in the guarantee or warranty, but not later than completion and acceptance of all work under this contract.

G.8 Equitable Adjustments

Any circumstance for which the contract provides an equitable adjustment that causes a change within the meaning of paragraph (a) of the "Changes" clause shall be treated as a change under that clause; provided, that the Contractor gives the Contracting Officer prompt written notice (within 20 days) stating:

(a) the date, circumstances, and applicable contract clause authorizing an equitable adjustment and

(b) that the Contractor regards the event as a changed condition for which an equitable adjustment is allowed under the contract.

The Contractor shall provide written notice of a differing site condition within 10 calendar days of occurrence following FAR 52.236-2, Differing Site Conditions.

G.9 Zoning Approvals and Permits

The Government shall be responsible for:

(a) obtaining proper zoning or other land use control approval for the project

(b) obtaining the approval of the Contracting Drawings and Specifications

(c) paying fees due for the foregoing; and,

(d) for obtaining and paying for the initial building permits.

Section H. Clauses

H.1 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 this address: *http://www.acquisition.gov/far/*. Please note this address is subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at https://www.ecfr.gov/cgi-bin/text-idx?SID=2e978208d0d2aa44fb9502725ecac4e5&mc=true&tpl=/ecfrbrowse/Title48/48chapter6.tpl to access links to the FAR. You may also use an internet "search engine" (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

H.2 The following Federal Acquisition Regulation clause(s) is/are incorporated by reference (48 CFR CH. 1):

Clause	Title and Date
52.202-1	Definitions (JUN 2020)
52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (APR 2014)
52.204-9	Personal Identity Verification of Contractor Personnel (JAN 2011)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2018)
52.204-13	System for Award Management Maintenance (OCT 2018)
52.204-18	Commercial and Government Entity Code Maintenance (OCT 2018)
52.204-19	Incorporation by Reference of Representations and Certifications (DEC 2014)
52.204-25	Prohibition on Contracting for Certain Telecommunication and Video Surveillance Services or Equipment (AUG 2019)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment (JUN 2020)
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters (OCT 2018)
52.213-4	Terms and Conditions-Simplified Acquisitions (Other than Commercial Items) (JUN 2020)
52.216-7	Allowable Cost and Payment (JUN 2013)
52.222-1	Notice to the Government of Labor Disputes (FEB 1997)
52.222-19	Child Labor – Cooperation with Authorities and Remedies (JAN 2018)
52.222-50	Combating Trafficking in Persons (FEB 2009)
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving (JUN 2020)
52.225-13	Restrictions on Certain Foreign Purchases (JUNE 2008)

52.225-14 Inconsistency between English Version and Translation of Contract (FEB 2000)
52.228-3 Workers' Compensation Insurance (Defense Base Act) (JUL 2014)
52.228-4 Workers' Compensation and War-Hazard Insurance Overseas (APR 1984)
52.228-5 Insurance - Work on a Government Installation (JAN 1997)
52.228-11 Pledges of Assets (JAN 2012)
52.228-13 Alternative Payment Protection (JULY 2000)
52.228-14 Irrevocable Letter of Credit (NOV 2014)
52.228-15 Performance and Payment Bonds-Construction (JUN 2020)
52.229-6 Taxes - Foreign Fixed-Price Contracts (FEB 2013)
52.229-7 Taxes- Fixed Price Contracts with Foreign Governments (FEB 2013)
52.232-5 Payments under Fixed-Price Construction Contracts (MAY 2014)
52.232-8 Discounts for Prompt Payment (FEB 2002)
52.232-11 Extras (APR 1984)
52.232-18 Availability of Funds (APR 1984)
52.232-22 Limitation of Funds (APR 1984)
52.232-25 Prompt Payment (JULY 2013)
52.232-27 Prompt Payment for Construction Contracts (MAY 2014)
52.232-33 Payment by Electronic Funds Transfer - System for Award Management (OCT 2018)
52.232-34 Payment by Electronic Funds Transfer – Other than System for Award Management (JULY 2013)
52.233-1 Disputes (MAY 2014) *Alternate I (DEC 1991)*
52.233-3 Protest after Award (AUG 1996)
52.236-2 Differing Site Conditions (APR 1984)
52.236-3 Site Investigation and Conditions Affecting the Work (APR 1984)
52.236-5 Material and Workmanship (APR 1984)
52.236-6 Superintendence by the Contractor (APR 1984)
52.236-7 Permits and Responsibilities (NOV 1991)
52.236-8 Other Contracts (APR 1984)
52.236-9 Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements (APR 1984)
52.236-10 Operations and Storage Areas (APR 1984)
52.236-11 Use and Possession Prior to Completion (APR 1984)
52.236-12 Cleaning Up (APR 1984)
52.236-13 Accident Prevention (NOV 1991)
52.236-14 Availability and Use of Utility Services (APR 1984)
52.236-15 Schedules for Construction Contracts (APR 1984)
52.236-21 Specifications and Drawings for Construction (FEB 1997)
52.236-26 Preconstruction Conference (FEB 1995)
52.242-14 Suspension of Work (APR 1984)
52.243-4 Changes (JUN 2007)
52.243-5 Changes and Changed Conditions (APR 1984)
52.244-6 Subcontracts for Commercial Items (JUN 2020)
52.245-2 Government Property Installation Operation Services (APR 2012)

52.245-9 Use and Charges (APR 2012)
52.246-12 Inspection of Construction (AUG 1996)
52.246-17 Warranty of Supplies of a Noncomplex Nature (JUN 2003)
52.246-21 Warranty of Construction (MAR 1994)
52.246-26 Reporting Nonconforming Items (DEC 2019)
52.249-2 Termination for Convenience of the Government (Fixed-Price) (APR 2012) Alternate I (SEPT 1996)
52.249-10 Default (Fixed-Price Construction) (APR 1984)
52.249-14 Excusable Delays (APR 1984)

H.3 The following Department of State Acquisition Regulation (DOSAR) clause(s) is/are set forth in full text:

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* .

652.229-71 Personal Property Disposition at Posts Abroad (AUG 1999)

Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the Contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the Contractor shall observe the requirements of 22 CFR Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

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 e-mail 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.

652.236-70 Additional Safety Measures (OCT 2017)

In addition to the safety/accident prevention requirements of FAR 52.236-13, Accident Prevention Alternate I, the contractor shall comply with the following additional safety measures.

(a) High Risk Activities. If the project contains any of the following high risk activities, the contractor shall follow the section in the latest edition, as of the date of the solicitation, of the U.S. Army Corps of Engineers Safety and Health manual, EM 385-1-1, that corresponds to the high risk activity. Before work may proceed, the contractor must obtain approval from the COR of the written safety plan required by FAR 52.236-13, Accident Prevention Alternate I (see paragraph (f) below), containing specific hazard mitigation and control techniques.

(1) Scaffolding;
(2) Work at heights above 1.8 meters;
(3) Trenching or other excavation greater than one (1) meter in depth;
(4) Earth-moving equipment and other large vehicles;
(5) Cranes and rigging;
(6) Welding or cutting and other hot work;
(7) Partial or total demolition of a structure;
(8) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;
(9) Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);
(10) Hazardous materials - a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations, which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or

(11) Hazardous noise levels as required in EM 385-1 Section 5B or local standards if more restrictive.

(b) Safety and Health Requirements. The Contractor and all subcontractors shall comply with the latest edition of the U.S. Army Corps of Engineers Safety and Health manual EM 385-1-1, or OSHA 29 CFR parts 1910 or 1926 if no EM 385-1-1 requirements are applicable, and the accepted contractor's written safety program.

(c) Mishap Reporting. The Contractor is required to report **immediately** all mishaps to the COR and the contracting officer. A "mishap" is any event causing injury, disease or illness, death, material loss or property damage, or incident causing environmental contamination. The mishap reporting requirement shall include fires, explosions, hazardous materials contamination, and other similar incidents that may threaten people, property, and equipment.

(d) Records. The Contractor shall maintain an accurate record on all mishaps incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the contracting officer.

(e) Subcontracts. The Contractor shall insert this clause, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts.

(f) Written program. The plan required by paragraph (f)(1) of the clause entitled "Accident Prevention Alternate I" shall be known as the Site Safety and Health Plan (SSHP) and shall address any activities listed in paragraph (a) of this clause, or as otherwise required by the contracting officer/COR.

(1) The SSHP shall be submitted at least 10 working days prior to commencing any activity at the site.
(2) The plan must address developing activity hazard analyses (AHAs) for specific tasks. The AHAs shall define the activities being performed and identify the work sequences, the specific anticipated hazards, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk. Work shall not begin until the AHA for the work activity has been accepted by the COR and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives.
(3) The names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities as specified by EM 385-1-1) shall be identified and included in the AHA. Proof of their

competency/qualification shall be submitted to the contracting officer or COR for acceptance prior to the start of that work activity. The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).

652.242-73 Authorization and Performance (AUG 1999)

(a) The Contractor warrants the following:
(1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
(2) That is 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.

652.243-70 Notices (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the Contracting Officer.

Section I: List of Attachments

Attachment I-1 – Statement of Work

Attachment I-2 – Drawings

Attachment I-3 – Hazard Assessment and Safety Requirements

Attachment I-4 – RSO Tokyo Security Form

Section J: Quotation Information

J.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.

J.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 18 (SF-18). Volume 1 consists of completion of blocks 13a, 14, 15, 16a, 16b, and 16c of SF-18.

(b) Volume 2 - Price. Volume 2 consists of Section A: Price, and Price breakdown.

(c) Volume 3 – Representations and Certifications. Volume 3 consists of Section L: Representations, Certifications, and Other Statements of Quoters (complete all portions that are applicable).

Submit the complete quotation by email to the indicated below by no later than **12:00 noon, Monday, August 3, 2020 (local time).** No quotations will be accepted after this time.

U.S. Embassy Tokyo
Point of Contact: Masao Chuma
Email: ChumaMX@state.gov
Subject: RFQ 19JA80-20-Q-0574

Mobile: 090-1110-9306
Embassy Telephone Operator: 03-3224-5000

Note: After submitted of quotation, quoter shall contact Masao Chuma by email or phone to confirm the receipt of quotation.

The quoter shall identify and explain/justify any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this solicitation in the appropriate volume of the offer.

J.3 FAR 52.236-27 Site Visit (Construction) (FEB 1995)

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this Request for Quotations. Accordingly, quoters are urged and expected to inspect the site where the work will be performed.

(b) A site visit has been scheduled for Wednesday, July 22, 2020 at 10:00 a.m.

(c) Participants will meet at in front of Reception Area of the U.S. Embassy, 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420.

J.4 Magnitude of Construction Project

It is anticipated that the range in price of this contract will be: Less than $25,000.

J.5 Late Quotations

Late quotations shall be handled in accordance with FAR.

J.6 FAR 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This contract incorporates the following 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at: *http://acquisition.gov/far/index.html/*. Please note this address is subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at *http://www.statebuy.state.gov* to access the link to the

FAR, or use of an Internet "search engine" (for example, Google, Yahoo or Excite) is suggested to obtain the latest location of the most current FAR.

J.7 The following Federal Acquisition Regulation provisions are incorporated by reference (48 CFR CH. 1):

PROVISION	TITLE AND DATE
52.204-7	System for Award Management (OCT 2018)
52.204-16	Commercial and Government Entity Code Reporting (JUL 2016)
52.214-34	Submission of Offers in the English Language (APR 1991)
52.215-1	Instructions to Offerors--Competitive Acquisition (JAN 2004)

Section K: Evaluation Criteria

K.1 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 offeror, 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 offeror is a responsible contractor.

K.2 The U.S. Government will determine acceptability by assessing the quoter's compliance with the terms of the RFQ. The U.S. Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

(a) ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;

(b) satisfactory record of integrity and business ethics;

(c) necessary organization, experience, and skills or the ability to obtain them;

(d) necessary equipment and facilities or the ability to obtain them; and

(e) otherwise qualified and eligible to receive an award under applicable laws and regulations.

Section L: Representations, Certifications and Other Statements of Quoters

L.1 FAR 52.204-3 Taxpayer Identification (OCT 1998)

(a) Definitions:

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) 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 (3l USC 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.

(d) 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 U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;
___Offeror is an agency or instrumentality of a foreign government;
___Offeror is an agency or instrumentality of the Federal Government.

(e) 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 _____

(f) Common Parent
___Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.
___Name and TIN of common parent;
Name: _____
TIN: _____

L.2 FAR 52.204-8 Annual Representations and Certifications (MAR 2020)

(a)
(1) The North American Industry classification System (NAICS) code for this acquisition is **238220**.
(2) The small business size standard is **$36.5 Million USD**.
(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)
(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.
(2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:
[_] (i) Paragraph (d) applies.
[_] (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)
(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:
(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—
(A) The acquisition is to be made under the simplified acquisition procedures in part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or
(C) The solicitation is for utility services for which rates are set by law or regulation.
(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed $150,000.
(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation. This provision applies to all solicitations.
(iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.
(v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—
(A) Are not set aside for small business concerns;
(B) Exceed the simplified acquisition threshold; and
(C) Are for contracts that will be performed in the United States or its outlying areas.
(vi) 52.204-26, Covered Telecommunications Equipment or Services-Representation. This provision applies to all solicitations.
(vii) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation.
(viii) 52.209-5; Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
(ix) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.
(x) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
(xi) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
(xii) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.
(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.
(xiii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.
(xiv) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.
(xvi) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.
(xvii) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products under Service and Construction Contracts.
(xviii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.
(xix) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals—Representation. This provision applies to solicitations that include the clause at 52.204-7.
(xx) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.
(xxi) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.
(A) If the acquisition value is less than $25,000, the basic provision applies.
(B) If the acquisition value is $25,000 or more but is less than $50,000, the provision with its Alternate I applies.
(C) If the acquisition value is $50,000 or more but is less than $83,099, the provision with its Alternate II applies.
(D) If the acquisition value is $83,099 or more but is less than $100,000, the provision with its Alternate III applies.
(xxii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.
(xxiii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.
(xxiv) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.
(xxv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

___ (i) 52.204-17, Ownership or Control of Offeror.
___ (ii) 52.204-20, Predecessor of Offeror.

___ (iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.
___ (iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.
___ (v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.
___ (vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).
___ (vii) 52.227-6, Royalty Information.
___ (A) Basic.
___ (B) Alternate I.
___ (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The Offeror has completed the annual representations and certifications electronically in SAM accessed through https://www.sam.gov. After reviewing the SAM information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within 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 the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. 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.

FAR Clause	Title	Date	Change

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 on SAM.

L.3 FAR 52.225-18 Place of Manufacture (SEPT 2006)

(a) *Definitions*. As used in this clause—
"Manufactured end product" means any end product in Federal Supply Classes (FSC) 1000-9999, except—
(1) FSC 5510, Lumber and Related Basic Wood Materials;
(2) Federal Supply Group (FSG) 87, Agricultural Supplies;
(3) FSG 88, Live Animals;

(4) FSG 89, Food and Related Consumables;
(5) FSC 9410, Crude Grades of Plant Materials;
(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
(8) FSC 9610, Ores;
(9) FSC 9620, Minerals, Natural and Synthetic; and
(10) FSC 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.

(b) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) [ ] In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or
(2) [ ] Outside the United States.

L.4 Authorized Contractor Administrator

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for Contract Administration, which includes all matters pertaining to payments.

Name: _____
Address: _____
_____
_____
Telephone Number: _____ Fax Number: _____

L.5 FAR 52.225-20 Prohibition on Conducting Restricted Business Operations in Sudan – Certification (AUG 2009)

(a) *Definitions.* As used in this provision—

"Business operations" means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

"Marginalized populations of Sudan" means—

(1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and

(2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

"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 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.

(b) *Certification.* By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

L.6 FAR 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations Representation (NOV 2015)

(a) Definitions. "Inverted domestic corporation" and "subsidiary" have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) 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.

(c) Representation. The Offeror represents that.

(1) It ☐ is, ☐ is not an inverted domestic corporation; and

(2) It ☐ is, ☐ is not a subsidiary of an inverted domestic corporation.

L.7 FAR 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2019)

Statement of Work

1. Scope of work

Install additional Sprinkler Heads in the TV Studio Room 70 located in the ground floor level of Chancery.

2. General Requirements

2.1 General:

The Contractor shall provide all labor, supervision, materials, tools, equipment, transportation, services and incidental materials, except otherwise specified herein, necessary to complete all work required under this contract.

2.2 Work Site:

The work site shall be at the Ground Floor Level, Room 70 of Chancery, located in 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420.

2.3 Technical Standard:

All work and procedures shall meet the local labor standards for occupational safety and health, and shall be accomplished in conformance with the Water Works Standard Specification of Japan Water Works Association (JWWA), Heating, Air-conditioning and Sanitary Standards (HASS), established by the Society of Heating, Air-conditioning and the Sanitary Engineering of Japan (SHASE) and applicable Japan’s Fire Code.

2.4 Contractor's Personnel:

The Contractor shall at all times enforce strict discipline, good order among his employees and assure workmanship of quality. All personnel employed in the performance of this contract shall be qualified and possess the necessary licenses required in their respective trades.

2.5 Materials:

(1) The Contractor shall furnish all materials that are necessary to accomplish the required services in this contract. All materials shall be new and compatible with the existing facility; and shall meet or exceed the Japanese Industrial Standards (JIS) and the Japan Water Work Association (JWWA); and used in accordance with original design and manufacturer intent.

(2) The Contractor shall provide the Contracting Officer's Representative (COR) a hazardous materials (HM) inventory and

material safety data sheet (MSDS) in English before such HM comes on to the job sites.

(3) Insulation and gasket materials shall be 'Asbestos Free'.

(4) Paint and primer materials that contain lead over 0.06% by weight of nonvolatile content, or zinc-chromate or strontium-chromate shall not be used.

2.6 Disposal of debris:

The Contractor shall always keep the work site neat and clean. During the work, debris shall not be allowed to spread unnecessarily into adjacent areas nor accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the end of each workday and/or at the completion of the job, and shall be properly disposed of outside the Embassy Compound in accordance with the applicable local codes, for industrial waste disposal.

2.7 Protection:

The Contractor shall provide and maintain adequate protection on all work, and shall insure that it is continuously protected and secured so as to prevent any accident or damage to the adjacent property and/or personnel, until completion of the contract and final acceptance by the Contracting Officer's Representative. The Contractor shall further be responsible for the proper care and protection of all materials and equipments/tools that are delivered to the work site throughout the contracted work. Any damages to the existing Government property resulting from Contractor's performance, shall be repaired or replaced in an approved manner to its original condition at Contractor's expense.

2.8 Contractor's Submittal:

(1) Work Schedules: Prior to commencement of work, the Contractor shall submit a work plan & progress schedule, setting forth date, time, description of work, list of personnel and any other information required by the Contracting Officer's Representative (COR) for approval.

(2) Product Data: The Contractor shall submit a catalog data with product specifications and shop drawings of the pipes, fittings, valves, saddle/magic joint, etc. to the COR for approval prior to commencement of the work.

(3) Report: Upon work completion, the Contractor shall submit two (2) sets of reports consisting of end-product data, as-built drawing, and sufficient photographs of before, during, and after the work.

(4) Unforeseen Conditions: If the contractor finds an unusual condition during the work performance, the Contractor shall immediately report the status, its causes and countermeasures to the COR.

2.9 Safety/Hazard Assessment:

Hazard Assessment/Safety: The COR or COR's designee will review and identify the safety, health and environmental requirements based on the hazards anticipated for the construction project. The Contractor shall fill in the attached Hazard Assessment Sheet and submit to the A/POSHO for approval. (Attachment I-3) It is noted that the Contractor shall fully understand and implement the Hazard Assessment. Based on the hazard assessment, the Contractor shall put necessary controls in place for safety, health and environmental requirements from the start through the completion of the contract, at no additional cost to the Embassy. The COR or COR's designee will inspect the site regularly and inform Contractors of any non-compliance with safety requirements. Non-conformance with this requirement is subject to work suspension, which may lead to contract termination. The Contractor will need to follow all USG and Japanese safety laws. The Contractor will also need to provide a list of safety items being used; the type of training that has been given on these items and to have a training session with the Embassy's Safety Coordinator prior to the commencement of work.

2.10 Working Hours:

The Contractor shall arrange its work schedule during the hours between 08:30 – 17:30, on Monday through Sunday, including Holidays. Should the Contractor need to work in the premises other than the hours specified herein, the Contractor shall submit a written request for any changes of the schedule to the COR well in advance for approval.

3. Technical Provisions

3.1 Preparation and Removal Work:

(1) Prior to commencement of the work, the Contractor shall properly secure the sprinkler line in the affected area/zone as necessary with the assistant of building operators. The Contractor shall provide sufficient protection to the work site and its adjacent area to avoid any accidents or damages. The work progress shall be arranged to minimize the service interruption to the possible extent.

(2) The Contractor shall cut open the ceiling in the room 66 corridor for gaining access to the existing sprinkler pipe section (2"). Install a 600mm Inspection Hatch.

(3) The Contractor shall make ice plug (Deep-Freeze) the main line in the corridor so that the water will not have to be drained (Option).

(4) Draining shall be performed appropriately on the horizontal line in the basement (Option).

3.2 Materials and Installation:

(1) Install new pipe, fitting materials, valves, etc. as indicated in the drawing. The piping material and fitting materials such as Threaded Flange, Threaded Elbow, Tees, and Reducer/Bushing shall be (STPG) Steel Galvanized Pipe (JIS G3454), specialized for fire sprinkler system.

(2) The new gate valves for isolation shall be JIS 20K standard. Install 450mm inspection hatch at the valve location.

(3) The Contractor shall tap into to the existing 2” sprinkler pipe in room 66 corridor, using a Magic Joint (MFR: KITZ). Install new sprinkler pipe as shown on the attached drawing.

(4) The Contractor shall use approved pipe thread seal and rust proof painting materials on all threaded pipe joints.

(5) The Contractor shall take exact measurement and ensure that all of above fit the existing system and in accordance with the Japan’s Fire Code.

(6) The Contractor shall install proper pipe hanger and bracing for the new sprinkler piping and heads.

(7) Perform pressure/leak check, accordingly upon completion of the installation.

(8) The new sprinkler heads shall be standard type conforming to the Japan’s Fire Code. The new sprinkler heads shall be installed nicely with a cosmetic ring flush to the existing ceiling. Repair the ceiling and touch up paint as necessary.

(9) Any opening that was made necessary for the installation in the ceiling shall be restored to its original condition (install drywall, prep the joints, and paint to match adjacent color).

(10) The sprinkler piping and heads shall be performed/installed by a licensed contractor.

3.3 Use of Utilities:

Electricity 100V single phase, and 200V 3 phase are available for use at the Chancery Building. City water is also available for use, and all are supplied at no charge to the Contractor from beginning to completion of the contract. It shall be utilized solely for the contract work and never for other purposes.

3.4 Testing and Operation:

Leak check and pressure test must be performed accordingly, upon completion of the installation work. The Contractor shall ensure all air is purged out from the system.

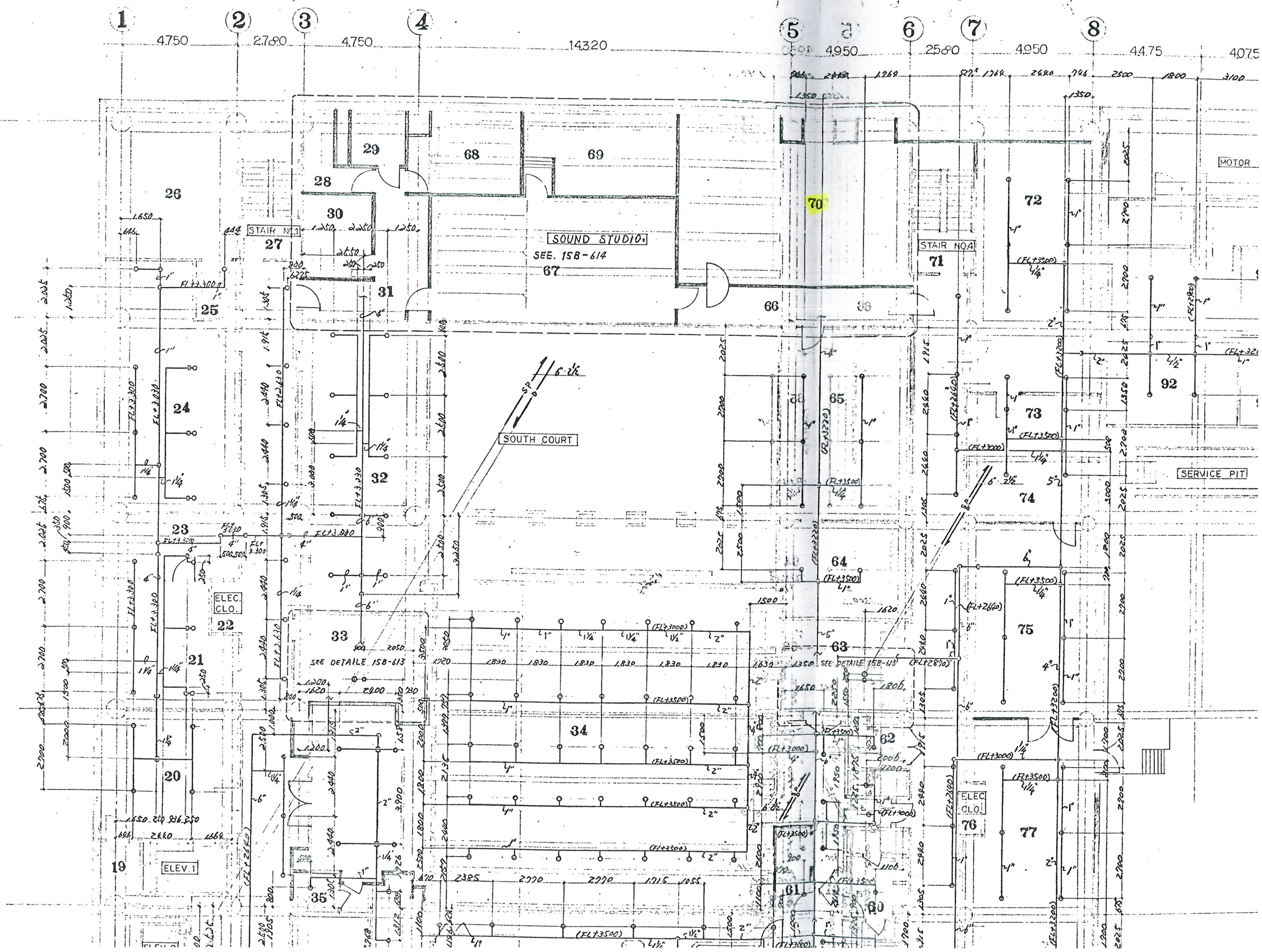
3.5 Work Inspection:

FAC will carry out inspections on the contracted work as needed during and after the work. The Contractor shall correct any found deficiencies and/or discrepancies against work requirements and specifications accordingly at no additional cost to the Embassy.

4. Other Requirements

4.1 Warranty:

The Contractor shall guarantee the workmanship and end product for a period of one (1) year from the date of acceptance by the Contracting Officer's Representative. The Contractor shall repair any found deficiencies and/or damages related to this work at no additional cost to the Government.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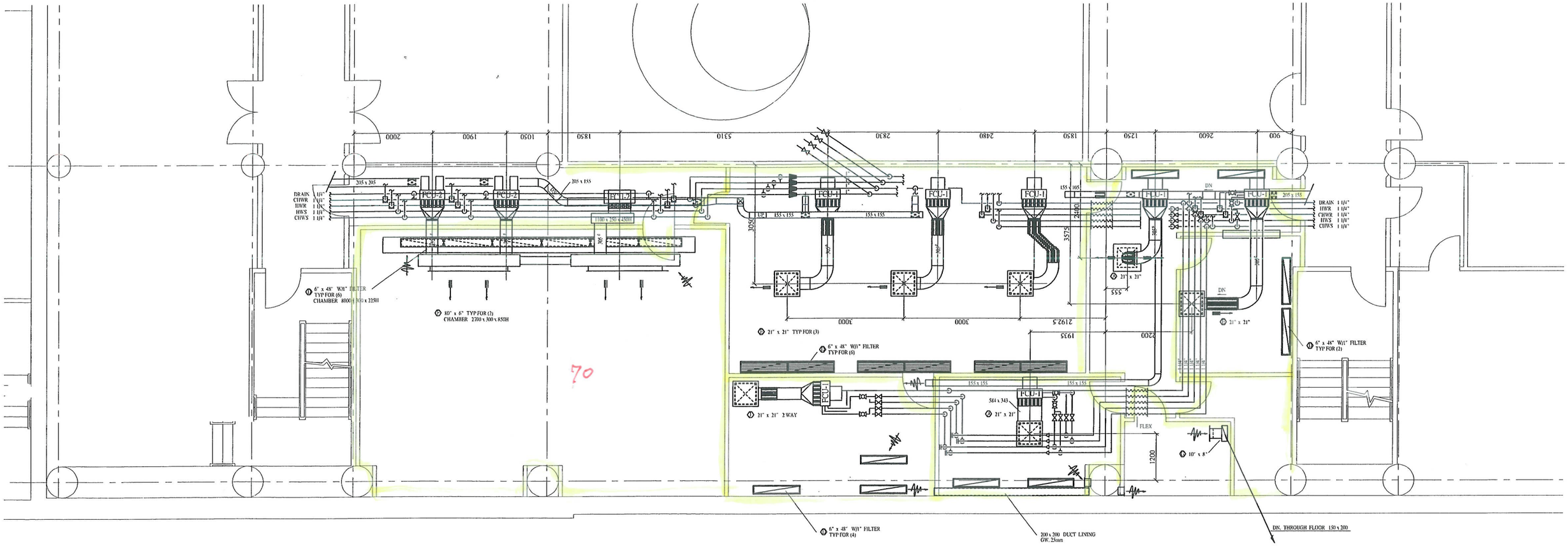


M013

No.	Date	Revision	APPROVED BY

DEPARTMENT OF STATE
OFFICE OF FOREIGN BUILDINGS
WASHINGTON DC.

UNITED STATES EMBASSY OFFICE BUILDING
TOKYO JAPAN

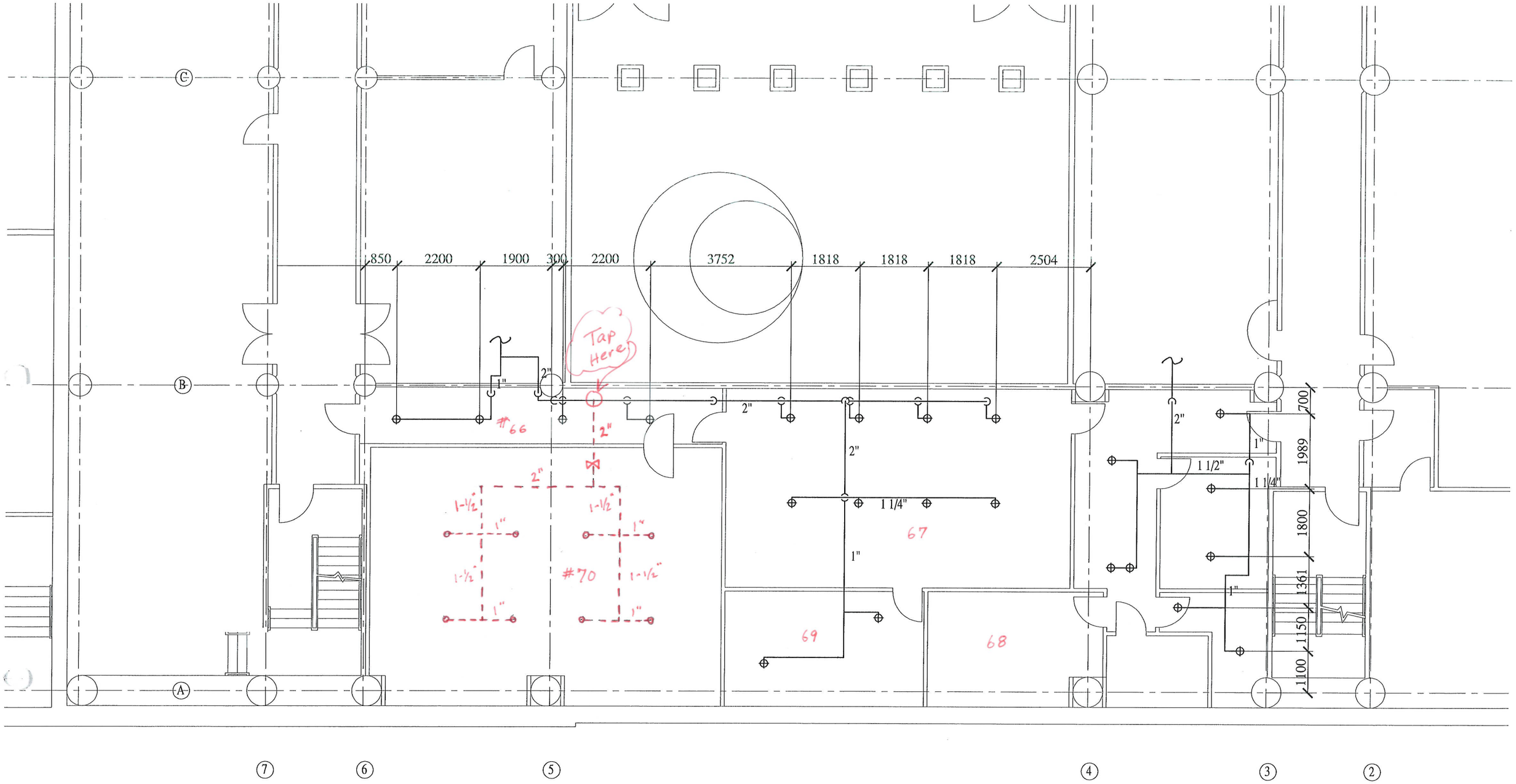
SOUND STUDIO
LOWER GROUND

12.06.2003

15A-11-2

APPROVED BY	SUBMITTED BY	CHECKED BY	DRAWN BY

1/50



P095

No.	Date	Revision	APPROVED BY

DEPARTMENT OF STATE
OFFICE OF FOREIGN BUILDINGS
WASHINGTON DC.

UNITED STATES EMBASSY OFFICE BUILDING
TOKYO JAPAN

L.G.L SOUND STUDIO
AUTOMATIC FIRE SPRINKLER

12.06.2003

15B-614

APPROVED BY	SUBMITTED BY	CHECKED BY	DRAWN BY

1/50

HAZARD ASSESSMENT FOR PROJECT:

PROJECT START DATE:

PROJECT FINISH DATE:

CONTRACTOR'S NAME:

ENGINEER'S NAME:

Hazard Assessment

Project:
Scheduled Start Date:
Scheduled Completion Date:

Determine Significant Hazards

Safety Hazards - hazards caused by equipment, unsafe working conditions or work practices.

- ☐ abrasive wheels
- ☐ animal attacks
- ☐ battery charging
- ☐ confined spaces
- ☐ cranes/hoists
- ☐ electrical hazards
- ☐ forklifts
- ☐ inadequate housekeeping
- ☐ inadequate machine guarding
- ☐ ladders or personnel lifts
- ☐ material handling systems
- ☐ people carriers
- ☑ power and hand tools/equipment
- ☐ rotating equipment
- ☐ scaffolds
- ☐ slippery walking and working surfaces
- ☐ storage areas/warehouses
- ☐ underground work
- ☐ vehicle hazards
- ☐ violence (eg. unlit parking lots)
- ☐ working with the public

- ☐ others. List them

Physical Hazards

- ☐ electricity
- ☐ lighting
- ☑ temperature extremes
- ☐ x-rays
- ☐ lasers
- ☐ noise pressure radiation
- ☐ vibration

- ☐ others. List them.

Chemical Hazards

- ☐ acrylonitrile
- ☐ anesthetic gases
- ☐ arsenic
- ☐ benzene
- ☐ cancer causing agents
- ☐ cleaning products/detergents
- ☐ coke oven emissions
- ☐ compressed gases
- ☐ disinfectants/antiseptics
- ☐ drugs
- ☐ ethylene oxide
- ☐ fire/explosions
- ☐ isocyanates
- ☐ lead
- ☐ mercury
- ☐ personal protective equipment
- ☐ silica
- ☐ solvents
- ☐ vapors
- ☐ vinyl chloride
- ☐ wastes

- ☐ others. List them

Biological Hazards

- ☐ allergies
- ☐ animal bites
- ☐ bacteria
- ☐ bird and bat feces
- ☐ bodily fluids
- ☐ fungi (mould)
- ☐ human/animal waste
- ☐ insects
- ☐ parasites
- ☐ plants
- ☐ sunlight
- ☐ viruses

☐ others. List them

Ergonomic Hazards - hazards caused by anatomical, physiological and psychological demands on the worker.

- ☐ awkward postures
- ☐ manual material handling
- ☐ pace of work
- ☐ poorly designed equipment
- ☐ poorly designed tools
- ☐ poorly designed workstations
- ☐ prolonged sitting
- ☐ prolonged standing
- ☐ repetitive work
- ☐ shift work
- ☐ using force
- ☐ workload (overload/underload)
- ☐ work organization

☐ others. List them.

Do you put controls in place for the hazards you have identified?

☐ Yes ☐ No

If Yes, please list controls:

If No, please explain:

Your Name	Company Name	Date

CONTRACTOR'S GENERAL RESPONSIBILITIES

Purpose. To inform contractor's of their general responsibilities for post managed construction projects.

Use for all post managed construction projects regardless of size.

The following is required of all construction contractors and subcontractors:

- Contractors must demonstrate understanding of their responsibilities under Post Managed Construction Project safety program by addressing hazards in pre-planning processes and meetings.

- Prior to starting a project, each contractor is required to review the work site and identify hazards that may occur while performing the job.

- Prior to starting a project, the contractor shall contact Contracting Officer, to ensure they have received pertinent information for the project including requirements for permits, floor plans, utility information, asbestos, lead based paint, and other hazardous materials.

- Per 15 FAM 935, contractors must provide their employees with a safe and healthful condition of employment.

- Contractors are expected to provide a "competent person" to implement Site health and safety plan and to oversee its compliance. A competent person is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, is designated by the employer, and has authority to take appropriate actions.

- The Contractor shall be responsible for the removal and/or disposal of hazardous waste generated from the project. Hazardous waste generated from the project must be removed and disposed of in accordance with the Department's Hazardous Waste Management Policy as well as local rules and regulations.

- The contractor shall ensure proper safety, health and environmental requirements of EM 385-1-1 applicable to their project are followed.

- The contractor shall ensure individuals working at the site are trained and are aware of potential hazards. Contractors shall ensure that these individuals are provided with proper safety equipment to prevent accidental injury in accordance with the requirements of the contract.

- Contractors will report accidents to POSHO.

PERSONAL PROTECTIVE EQUIPMENT

Purpose. To inform contractors of their responsibilities under post's personal protective equipment standard while performing work at the Post.

Use for all post managed construction projects:

Contractors are required to comply with the following provisions:

- Protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be used wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

- Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

- Each affected employee shall use appropriate respiratory protection when potentially exposed to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors and when such hazards cannot be reduced or eliminated by effective engineering controls.

- Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets shall also be worn to reduce electrical shock hazards when near expose electrical conductors which could contact the head.

- Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

- Each affected employee shall wear protective ear wear whenever noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 80 decibels and when engineering controls cannot reduce or eliminate the hazard.

- Each affected employee shall wear protective gloves when working in areas where hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

- Contractors shall provide training and upon completion, each employee shall be tested, and certified in writing by the trainer. If at any time the trained employee changes work activities requiring different PPE, or exhibits lack of understanding of the required PPE, the employee shall be retrained and re-certified.

HAND AND POWER TOOL SAFETY

Purpose. To inform contractors of their responsibilities with respect to safe working conditions of tools and equipment.

Use anytime contractor utilizes hand and portable power tools and other hand-held equipment.

Contractors are required to:

- Ensure the safety of tools and equipment used by its employees.
- Inspect at regular intervals and maintain in good repair all tools in accordance with the manufacturers' specification.
- Ensure that all operating and moving parts operate and are clean.
- Require that appropriate personal protective equipment be worn for hazards that may be encountered while using portable power tools and hand tools.
- Ensure that tools are used for their intended purposes.
- Ensure that all employees receive instruction on regulations and the safe use of each power tool.
- Provide owners' manuals including manufacturer's specifications and suggested work practices and make available upon request to all employees required to use the equipment.

ELECTRICAL SAFETY

Purpose. To inform contractors of their responsibilities when performing work that may impact electrical systems on posts' properties.

Use anytime a contractor may impact the electrical system. Such activities include, but are not limited to:

- Installation of electrical systems, components, machinery, and equipment.
- Alterations of electrical systems, components, machinery, and equipment.
- Maintenance of existing systems and equipment.
- Demolition of existing systems.
- Temporary planned outages.
- Tests and diagnostics.

Contractors are required to:

- Identify any potential sources of electrical energy likely to cause death, injury, or serious physical harm.
- Notify the POSHO and the Project Manager of impact activities prior to the start of work.
- Coordinate planned outages with POSHO and the Project Manager.
- Ensure all employees performing impact activities have received sufficient training in compliance with post's, OBO's and local regulations.
- Ensure all employees are provided adequate personal protective equipment as required by the regulations mentioned below.
- Ensure all work is performed in accordance with the guidelines of federal and local regulations listed below.
- Follow Lock-Out/Tag-Out procedures for the Control of Hazardous Energy as specified in the OSHA 29 CFR 1910.147 Standard, and in the Post's Lock-Out/Tag-Out program.

FALL PROTECTION

Purpose. To inform contractors of their responsibilities when performing work at elevated surfaces at posts.

Use anytime a contractor is suspected to work at unguarded locations above six feet. Such locations may include but is not limited to the following:

- Portable and fixed ladders
- Aerial lifts
- Scaffolds
- Roofs
- Elevated work locations and platforms

Contractors are required to:

- Reduce the hazards associated with falls.
- Control fall hazards first through engineering controls.
- Institute personal fall arrest systems, administrative controls and training when engineering controls are not feasible.
- Have a formal fall protection program in accordance with OSHA requirements or equivalent as determined by the POSHO
- Have the necessary fall protection equipment to safely perform the job.
- Have workers properly trained in the use of fall protection equipment.
- Have supervisors (or competent personnel) who ensure the use of fall protection equipment as required.

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			
☐	☐	☐	☐
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
～		
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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.) 渡航暦 (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	Pirpose 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？	☐	☐
Are you now under a physician's care? 現在、医師にかかっていいますか？	☐	☐
Have you ever had a nervous disorder? 神経系疾患を患った事がありますか？	☐	☐
Have you ever had tuberculosis? 結核を患った事がありますか？	☐	☐
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？	☐	☐
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？	☐	☐

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)