



U.S CONSULATE GENERAL
Regional Procurement Support Office
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Germany

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December 14, 2021

PRE-SOLICITATION NOTICE
Solicitation No.: 19GE5022R0025

The U.S Consulate General, Frankfurt provides the following Pre-Solicitation Notice regarding the issuance of a Request for Proposal (RFP) for:

Building Maintenance Services for the U.S. Consulate General Sapporo, Japan

The Regional Procurement Support Office in Frankfurt, Germany, intends to issue a Firm Fixed-Price Contract for one Base and four Option years in the thirist quarter of calendar year 2022.

The successful contractor shall provide personnel, supplies and equipment for building maintenance services for multiple locations of the U.S. Consulate General Sapporo. The contract awardee shall perform both scheduled and unscheduled maintenance services. These shall include, but not limited to, electrical, HVAC, plumbing, and other mechanical inspection and maintenance services.

Qualified companies interested in the solicitation **shall express** their interest by written correspondence to the attention of Ms. Nadja Reinmüller at ReinmuellerNU@state.gov **no later than January 13, 2021, 15:00 CET** using the solicitation number **19GE5022R0025** in the subject line.

DO NOT TELEPHONE. All requests for a copy of the solicitation **MUST** include the following information: Name of Firm, Unique Entity Identifier (Former Dun's #), Name, Telephone and Email Address of Point of Contact and Complete Physical and Mailing Address of Firm.

Firms shall be knowledgeable in written and spoken English.

The solicitation package will only be available in the English language. All requirements for translations will be at the expense of the Contractor. Additionally, you are **required** to complete and include in your expression of interest the below checklist. All requests for the solicitation document that are submitted without the checklist, or with an incomplete checklist, will be rejected.

**APPLICATION FOR SOLICITATION DOCUMENTATION CHECK LIST
SOLICITATION NO. 19GE5022R0025**

COMPANY NAME: _____

In checking the boxes of this check listing, you are acknowledging that your company is able to reach compliance with the following highlighted requirements included in the solicitation.

In accordance with DOSAR 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999) it will be necessary for your organization to possess authorization to operate and do business in the country in which this contract will be performed. Furthermore, authorization shall include the requirement to be registered to do business in Japan:

- a. A thorough description as to what steps you have taken to investigate all requirements to obtain authorization to perform in the given country, and to obtain in-country business registration;
- b. Details of your findings and a description of what your organization will actually be required to undertake to obtain licensing, and
- c. Specific information concerning the period of time you anticipate it will take to obtain appropriate authorization.

You will be required to provide information that clearly shows you are able to perform work in **Japan**. Any entry or work visa issues requirements must be clearly discussed with a plan to mitigate any risk clearly identified. The US Government will not provide any assistance with Visas.

If you have a Unique Entity Identifier* and have been SAM** registered, please include below. Please note that the requirement to obtain a Unique Entity Identifier and for your company to be SAM registered, shall be a mandatory requirement **before** contract award.

Unique Entity Identifier: _____ SAM Registered: () Yes () No

* Unique Entity Identifier: www.sam.gov

** System for Award Management: www.sam.gov

The failure to provide the above documentation when submitting your proposal may result in your proposal being found technically unacceptable and removed from the competition without further discussions.

Solicitation and award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

The Contract Specialist for the administration of this contract is Ms. Nadja Reinmüller, email: ReinmuellerNU@state.gov.