

FACILITIES OFFICE RENOVATION

To all Bidders:

The Embassy of the United States of America in Quito, Ecuador requires to renovate the Facilities office area in the west side of the GSO Annex Building. The work shall be executed and completed as per drawings, scope of work, specifications, and general contract conditions. This project requires an experienced contractor to execute the work. The Contractor shall provide all labor, supervision, and tools.

Contractor will be in charge of all labor force to build the working spaces, painting of all areas where work needs to be performed, removal of all materials, left overs and garbage.

All materials will be provided by the Embassy

The Contractor shall:

- (a) Provide appropriate safety barricades, signs and signal lights as necessary;
- (b) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and
- (c) Take any additional measures the Contracting Officer determines to be reasonably necessary for this purpose.

If you are interested in submitting a proposal on this project, please contact Mrs. Cecilia Rosero, RoseroC@state.gov, in order to send you the Statement of Work.

The Embassy intends to conduct a site visit and hold a pre-proposal conference. All prospective bidders are invited to attend. The site visit and pre-proposal conference will be held on Thursday, August 13, at 11:00 am, at the Embassy Quito located at Av. Avigiras E12-170 y Av. Eloy Alfaro.

Offerors planning to attend the site visit must submit the Name, Phone number, Organization/Company, ID or Passport No. and nationality, of their company's representatives to the attention of Mr. Jose Balseca, email: BalsecaJJ@state.gov and Mrs. Cecilia Rosero, email: RoseroC@state.gov; no later than **4:00 p.m., local time, on August 11, 2020**. This information must be provided in order to ensure access to the site. No substitutes or additional persons may attend the site visit. **Attendees are requested to carry copy of the Statement of Work and their Photo ID along with them.** Without Photo ID no person will be allowed to attend the site visit. Attendance is limited to two persons per company.

During the site visit social distancing will be practiced. Attendees will be asked to keep six feet apart and masks are to be worn at all times.

The Government of Ecuador has strict regulations for anyone traveling to Ecuador from a foreign country. Please see the U.S. Embassy of Ecuador web page for the most current information on restrictions: <https://ec.usembassy.gov/covid-19-information-ecu-2/>

The Contracting Officer reserves the right to reject any and all proposals that deviate significantly from the instructions in Section L and to waive any information or minor irregularities in proposals received.

In addition, the Contracting Officer reserves the right to award the contract based upon initial offers received without holding discussions.

You are encouraged to utilize the time from receipt of the solicitation to the date of the Pre-Proposal Conference and site visit to thoroughly examine all aspects of the documentation available to you, and if necessary, to submit questions to the undersigned in order for the government to supply an appropriate response without undue delay.

Pursuant to FAR 4.1102, bidders are required to be registered in SAM (System for Award Management) at the time a quotation is submitted.

In order to register to SAM, please follow the instructions detailed in the following link. <https://www.sam.gov/SAM/pages/public/help/samInternationalUserGuide.jsf>

Your proposal must be submitted, by e-mail, to the Contracting Officer, Mr. James Kuebler, KueblerJM@state.gov; Procurement Supervisor, Mr. Jose Balseca, balsecajj@state.gov; and Procurement Agent, Mrs. Cecilia Rosero, roseroc@state.gov, before 4:00 p.m., local time, on Friday, August 20, 2020. No proposal will be accepted after this time.