Dear Prospective Quoter:

The American Embassy TIRANA, ALBANIA, has a requirement for a travel company to provide the transportation of 113 Military personnel (military equipment, etc.) on the way to Hohenfels, Germany and back from Hohenfels, Germany Combined Resolve X Exercise in Hohenfels, Germany:

Start Date: Report to Hohenfels, Germany April 25, 2018
End Date: Depart Hohenfels, Germany May 11, 2018

If you are interested kindly submit your quotation electronically within the deadline at ProcurementTirana@state.gov

The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-1449
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

The Offeror shall include Defense Base Act (DBA) insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at http://www.dol.gov/owcp/dlhwc/lscarrier.htm.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-1449 to the address shown in Block 15 of the SF-1449. Oral quotations will not be accepted.

The deadline for submission of the quotations is March 05, 2018 at 10:00 am local time.
## SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

### 1. REQUISITION NUMBER

PR7126442

### 2. CONTRACT NO.


### 3. AWARD/EFFECTIVE DATE


### 4. ORDER NUMBER


### 5. SOLICITATION NUMBER


### 6. SOLICITATION ISSUE DATE

Feb 21, 2018

### 7. FOR SOLICITATION INFORMATION CALL:

**a. NAME**

Elida Lako

**b. TELEPHONE NUMBER**

+355 4224 7285

### 8. OFFER DUE DATE/LOCAL TIME

March 05, 2018; 10:00 am

### 9. ISSUED BY

GSO/Procurement

**Rruga e Elbasanit, No. 103**

**Tirane, Albania**

### 10. THIS ACQUISITION IS

☑ UNRESTRICTED  ☐ SET ASIDE ___% FOR:

☐ SMALL BUSINESS  ☐ WOMEN-OWNED SMALL BUSINESS

☐ HUBZONE SMALL BUSINESS  ☐ (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM

☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  ☐ EDWOSB

☐ 8 (A) SIZE STANDARD:

### 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

☐ SEE SCHEDULE

### 12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

☐ 13b. RATING

### 14. METHOD OF SOLICITATION

☐ RFQ ☐ IFB ☐ RFP

### 15. DELIVER TO

GSO/Procurement

**ProcurementTirana@state.gov**

### 17a. CONTRACTOR/OFFERER

**TELEPHONE NO.**


### 18a. PAYMENT WILL BE MADE BY


### 19. ITEM NO.


### 20. SCHEDULE OF SUPPLIES/SERVICES

Please refer to SoW in details at page 4

(Use Reverse and/or Attach Additional Sheets as Necessary)

### 26. TOTAL AWARD AMOUNT (For Govt. Use Only)


### 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA

☐ ARE ☐ ARE NOT ATTACHED

### 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA

☐ ARE ☐ ARE NOT ATTACHED

### 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

☐ 29. AWARD OF CONTRACT: REF. ____________ OFFER DATED ____________. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO TERMS:

### 30a. SIGNATURE OF OFFEROR/CONTRACTOR

**Jay Thompson**

### 30b. NAME AND TITLE OF SIGNER (Type or print)


### 30c. DATE SIGNED


### 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

Jay Thompson

### 31b. NAME OF CONTRACTING OFFICER (Type or print)


### 31c. DATE SIGNED

March ____, 2018

AUTHORIZED FOR LOCAL REPRODUCTION

PREVIOUS EDITION IS NOT USABLE

Computer Generated

STANDARD FORM 1449 (REV. 02/2012)

Prescribed by GSA - FAR (48 CFR) 53.212
|-------------|-----------------------------------|-------------|---------|----------------|---------|

32a. QUANTITY IN COLUMN 21 HAS BEEN

- [ ] RECEIVED
- [ ] INSPECTED
- [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _______________________________

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

- [ ] COMPLETE
- [ ] PARTIAL
- [ ] FINAL

38. S/R ACCOUNT NO.

39. S/R VOUCHER NO.

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42. RECEIVED BY (Print)

42a. RECEIVED AT (Location)

42b. RECEIVED AT (Date)

42c. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 2/2012) BACK
Award #:  

Project Title:  Transportation to Hohenfels for Combined Resolve X EXERCISE  

Grantee:  ODC Albania  

Start Date:  Report Hohenfels, Germany 25 April, 2018  

End Date:  Depart Hohenfels, Germany 11 May, 2018  

Location:  Hohenfels, Germany  

Budget:  

1. Project Description

_The ODC Albania will fund the transportation of 113 Military personnel (military equipment, etc.) on the way to Hohenfels, Germany and 113 Military personnel on the way back from Hohenfels, Germany in order for them to attend Combined Resolve X Exercise in Hohenfels, Germany._

2. Project Context

Total number of personnel traveling is 113 Military personnel (military equipment, etc.) on the way to Hohenfels, Germany and 113 Military personnel on the way back. Personnel have to be in a separate vehicle and NOT with the boxes and the military equipment. Route should be from Bari, Italy through ferry.

**PROJECT GOAL**

_**Report date in Hohenfels should be 25 April 2018.**_

There is no need to have transportation from _26 April 2018-10 May 2018_.

_**Transportation Company should depart from Hohenfels, Germany on 11 May 2018** to return in Tirana, Albania with the personnel and the equipment not later than _13 May 2018_.

Project Objective(s): Please take the necessary measure to have the appropriate type of vehicle for the personnel and for the equipment.
Objective 1:
Transportation of 113 Military personnel (military equipment, etc.) reporting in Hohenfels, Germany in 25 April 2018.
Depart date should not be earlier than 11 May 2017.

1.1 Definition: Personnel have to be in a separate vehicle and NOT with the boxes and military equipment.

Target: 113 personnel on the way to Hohenfels, Germany and 113 personnel on the way back to Tirana, Albania

Baseline: Route should be from Bari, Italy through ferry

1.2. Definition: The personnel should depart from Hohenfels, Germany on 11 May 2018 to return in Tirana, Albania with the personnel and the equipment no later than 13 May 2018.

Objective 2:
Transportation of equipment will be attached in a different document due to the big number of boxes and different units.

2.1. Definition: Transport of equipment

Target: Report date in Hohenfels is 25 April 2018

Baseline: Route should be from Bari, Italy through ferry.

3. Activities

The major activities the project will carry out to reach these objectives are listed below. Activities which are public events are indicated. Public events are significant project activities to which the general public and/or PRT officials are invited.

Objective 1: THIS IS NOT A PUBLIC EVENT

4. Transportation Schedule (adjust according to grant timeframe)

<table>
<thead>
<tr>
<th>Transportation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report in Hohenfels, Germany 25 April 2018</td>
</tr>
<tr>
<td>Depart Hohenfels, Germany on 11 May 2018</td>
</tr>
</tbody>
</table>

5. Substantial Involvement

Yes

ODC personnel will coordinate with the transportation company and the Albanian Military.

6. Project Key Personnel

Name: US Embassy Albania Procurement team and the ODC staff.
List of materials and equipment for the Combined Resolve X Exercise

<table>
<thead>
<tr>
<th>BOX - 1</th>
<th>BOX - 2</th>
<th>BOX - 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of weapons:</td>
<td>Type of weapons:</td>
<td>Type of weapons:</td>
</tr>
<tr>
<td>Number of boxes:</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Length of the box:</td>
<td>87</td>
<td>87</td>
</tr>
<tr>
<td>Weight of the box:</td>
<td>58</td>
<td>58</td>
</tr>
<tr>
<td>Height of the box:</td>
<td>55</td>
<td>55</td>
</tr>
<tr>
<td>Weight of empty box:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight of the full box:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total weight of the box:</td>
<td>178x2= 356 kilo</td>
<td>118.5 kilo</td>
</tr>
<tr>
<td>Volume:</td>
<td>0.27753 x2 = 0.55506 m³</td>
<td>0.27753 m³</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOX - 4</th>
<th>BOX - 5</th>
<th>BOX - 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of weapons:</td>
<td>Type of weapons:</td>
<td>Type of weapons:</td>
</tr>
<tr>
<td>Number of boxes:</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Length of the box:</td>
<td>120</td>
<td>87</td>
</tr>
<tr>
<td>Weight of the box:</td>
<td>55</td>
<td>58</td>
</tr>
<tr>
<td>Height of the box:</td>
<td>30</td>
<td>55</td>
</tr>
<tr>
<td>Weight of empty box:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight of the full box:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total weight of the box:</td>
<td>23x3=69kilo</td>
<td>100 kilo</td>
</tr>
<tr>
<td>Volume</td>
<td>0.198x3= 0.594 m³</td>
<td>0.27753 m³</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOX - 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of weapons:</td>
</tr>
<tr>
<td>Number of boxes:</td>
</tr>
<tr>
<td>Length of the box:</td>
</tr>
<tr>
<td>Weight of the box:</td>
</tr>
<tr>
<td>Height of the box:</td>
</tr>
<tr>
<td>Weight of empty box:</td>
</tr>
<tr>
<td>Weight of the full box:</td>
</tr>
<tr>
<td>Total weight of the box:</td>
</tr>
<tr>
<td>Volume</td>
</tr>
</tbody>
</table>

Total volume for ammo and equipment's: Total Volume: 3.42795 m³
Total Weight: 988.8 Kilo (49.6 kilo is included the weight of the gun powder)

There are all boxes that will declare in FORMAT -302
CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS
AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-73-75)

COMMERCIAL ITEMS

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

This purchase order incorporates the following clauses by reference, with the same force and
effect as if they were given in full text. Upon request, the Contracting Officer will make their
full text available. Also, the full text of a clause may be accessed electronically at this address:
http://www.acquisition.gov/far/ or http://farsite.hill.af.mil/vffara.htm

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

These addresses are 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 see the 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.

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.204-9</td>
<td>Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)</td>
<td>JAN 2011</td>
</tr>
<tr>
<td>52.212-4</td>
<td>Contract Terms and Conditions – Commercial Items</td>
<td>MAY 2014</td>
</tr>
<tr>
<td></td>
<td>(Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)</td>
<td></td>
</tr>
<tr>
<td>52.204-13</td>
<td>System for Award Management Maintenance</td>
<td>JULY 2013</td>
</tr>
<tr>
<td>52.225-19</td>
<td>Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)</td>
<td>MAR 2008</td>
</tr>
<tr>
<td>52.228-3</td>
<td>Workers’ Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)</td>
<td>JUL 2014</td>
</tr>
<tr>
<td>52.228-4</td>
<td>Workers’ Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)</td>
<td>APR 1984</td>
</tr>
</tbody>
</table>
The following clause is provided in full text:

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (JUN 2014)

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

(1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).


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


(5) [Reserved].


(26) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).

(27) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).

(28) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

(29) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).

(30) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).


(36) 52.222-54, Employment Eligibility Verification (AUG 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

(37)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

(ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

(38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O. 13423 and 13514).

(ii) Alternate I (Jun 2014) of 52.223-13.

(39) (i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (E.O. 13423 and 13514).

(ii) Alternate I (Jun 2014) of 52.223-14.


(41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (JUN 2014) (E.O. 13423 and 13514).

(ii) Alternate I (Jun 2014) of 52.223-16.

(42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(d) **Comptroller General Examination of Record.** The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2. Audit and Records—Negotiation.

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

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

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

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

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

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

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).


(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.


(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).


(xii) 52.222-54, Employment Eligibility Verification (AUG 2013).


(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

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

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

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

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

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

(End of clause)
EVALUATION FACTORS

- Award will be made to the lowest priced, technically acceptable, responsible offeror.

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

- The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ to include the technical information required by Section of the Solicitation Provisions.

- The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:
  - Adequate financial resources or the ability to obtain them;
  - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - Satisfactory record of integrity and business ethics;
  - Necessary organization, experience, and skills or the ability to obtain them;
  - Necessary equipment and facilities or the ability to obtain them; and
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.