



*Embassy of the United States of America
Amman, Jordan*

Amman, Jordan
February 2, 2021

To: Prospective Offerors

Subject: Blanket Purchase Agreement – Vehicle Maintenance and Repair

Request for quotation number: 19J01021Q0030

Enclosed is a Request for Quotations (RFQ) for Vehicle maintenance and repair service for Embassy official vehicles and in accordance with the terms and conditions set forth herein. If you would like to submit a quotation.

Quotations are due by February 16, 2021 at 4:00 PM Amman local time. **Quotations must be submitted by email to AmmanRFQ@state.gov and be in the following format:**

- Subject line in the e-mail must include the RFQ number and company name.
- Attach all documents to the e-mail (Microsoft Word or PDF). We will not accept offers that include links, unsolicited offers, or hard copies.
- All technical quotations must be printed on white paper without company logos, watermarks, letterhead or any information that identifies the company.
- The Embassy will not accept any quotations submitted after the deadline.

The Embassy will establish a BPA for Three (3) years, and only companies specializing in this field should apply. We estimate that the volume of purchases through this BPA will not exceed \$180,000.00. The Embassy is not obligated to purchase any definite amount under this BPA, and the amount of any single purchase will not exceed the equivalent of \$10,000.00.

Value Added Tax (VAT) is not applicable to this BPA and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

Technical Capability: The information shall demonstrate that the offeror meets all the requirements contained herein. The offerors shall provide with their package, at a minimum, and in written English the following information.

- Evidence that the offeror operates an established business with a permanent physical address (such as a store front) and telephone listing and is registered to conduct business in the Jordan.

- Experience in the relevant business along with any relevant certification and licenses.

The Contracting Officer will determine technical acceptability by ensuring that the firm is able to comply with the terms of this BPA. Responsibility will be based on requirements of FAR 9.1 including:

- Ability to comply with the required performance period, taking into consideration all other existing commercial and governmental business commitments.
- Satisfactory record of integrity and business ethics.
- The 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.

Payment Terms: Payments will be processed via Electronic Fund Transfer (EFT) and within 30 days of receipt of a correct invoice as per the U.S. Prompt Payment Act of 1982, the invoice shall be submitted at least monthly or upon expiration of the BPA, whichever occurs first, for all deliveries made during the monthly billing period. The invoice shall identify the call orders/deliver requests covered therein, stating the total value, and supported by recent copies of the call orders/delivery orders.

The Embassy intends to set up a Blanket Purchase Agreement (BPA) with each successful vendor. The BPA will run for up to three years from date of issue and may be renewed by mutual agreement as required. A BPA is not a contract and operates similar to a credit account whereby purchases are pre-authorized and a single monthly invoice is issued. The Embassy is not obligated to purchase any definite amount under a BPA and is obligated only to the extent of authorized purchases made under a BPA.

The U.S. Government intends to set up BPAs with responsible companies submitting an acceptable proposal/quotation using rates that are equal to or below those published by the contractor or offered to their most favored customers for comparable quantities under similar terms and conditions, in addition to any discount for prompt payment, whichever is of greater benefit to the U.S. Government.

We intend to set up BPAs based on initial quotation, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The U.S. Embassy is prohibited from procuring goods or services from any firms that are not registered in the System for Award Management (SAM). All offerors are required to be registered in the SAM Database www.sam.gov prior to BPA award pursuant to FAR provision 52.204-7. Therefore, prospective offerors are encouraged to register prior to the submittal of quotations.

The Federal Acquisition Regulation (FAR) and Department of state Acquisition Regulation (DOSAR) clauses applicable to the resulting BPA and to all purchase made under this BPA. In the event of any inconsistency between the provision of this BPA and your invoice, the provisions of the BPA shall take precedence.

For any enquiries/questions please email: AmmanRFQQuestions@state.gov no later than February 7, 2021. Answers will follow after a maximum of three business days and will be posted on the Embassy website.

Attachments:

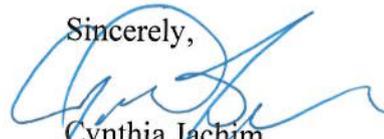
Attachment 1: Price list

Attachment 2: Standard Form 1449

Attachment 3: Scope of Services

Attachment 4: BPA Clauses

Sincerely,



Cynthia Jachim
Contracting Office