Embassy of the United States of America  
Muscat, Oman

Date: September 1, 2022  
To: Offeror  
Request No: PR11036813  
From: Contracting Office  
General Services Office  
US Embassy, Muscat  
E-mail: MuscatProcurement@state.gov  
Phone: +968-2464-3628

Subject: Request for Quotation (RFQ) No. PR11036813 – MCT-GSO Office remodel and furniture

I. DESCRIPTION

The contractor shall furnish and deliver furniture and install glass walls and doors for the GSO office remodeling at the US Embassy Muscat, in accordance with terms and conditions set forth herein:

The contract type will be a firm fixed price purchase order. The prices listed shall include the goods, packaging and transportation necessary to deliver required items to the US Embassy in Muscat.

IMPORTANT NOTE: Central Contractor Registration

For procurement or contracts over $30,000.00, the contractor must be registered within Central Contractor Registration, which is part of the System for Award Management (SAM).

https://www.sam.gov/

II. PRICING

The Contractor shall provide a firm fixed price in Omani Rials for RFQ # PR11036813

Name of Company & logo:  
Unique Entity ID (SAM Registration):  
Address & Phone number:  
Contract Person:  
E-mail address:
<table>
<thead>
<tr>
<th>CLIN</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply and installation of office furniture:</td>
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<td></td>
<td><strong>160cm x 160cm workstations (cubical type)</strong></td>
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<tr>
<td></td>
<td>• Low cubical partitions for 3x sides per desk</td>
<td>20</td>
<td>each</td>
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<td></td>
<td>• 20x 3drawer cabinets for under the desks</td>
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<td>• Plastic mats for rolling desk chairs</td>
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<td></td>
<td>• No chairs required</td>
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<tr>
<td>2</td>
<td>Workstations for GSO officer offices (executive type desks)</td>
<td>2</td>
<td>each</td>
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<td>3</td>
<td>Workstations for GSO Asst. (reception type, standing desks)</td>
<td>1</td>
<td>each</td>
<td></td>
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<tr>
<td>4</td>
<td>Workstations for travel office (junior executive type desks)</td>
<td>2</td>
<td>each</td>
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<tr>
<td>5</td>
<td>200cm(w) x 50cm(d) x 100cm(h) cabinet for printing areas.</td>
<td>3</td>
<td>each</td>
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<td>• 3 drawer filing cabinets beneath for hanging files.</td>
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<td>• Broken into 2x sections approx. 100cm (w) each.</td>
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<td>6</td>
<td>150cm to 200cm (w) bench/loveseat</td>
<td>4</td>
<td>each</td>
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<tr>
<td>7</td>
<td>Chairs with arms for GSO officer offices and meeting space</td>
<td>8</td>
<td>each</td>
<td></td>
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<tr>
<td>8</td>
<td>100cm round tables for meeting space</td>
<td>2</td>
<td>each</td>
<td></td>
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<tr>
<td>9</td>
<td>End tables</td>
<td>4</td>
<td>each</td>
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<tr>
<td>10</td>
<td>150cm (w) x 50cm (d) x 200cm(h) file cabinets.</td>
<td>2</td>
<td>each</td>
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<td>• Top level should be bookshelf style</td>
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<td></td>
<td>• Bottom rows should be drawers for hanging files</td>
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<tr>
<td>11</td>
<td>Glass Wall for GSO Office Remodel:</td>
<td>1</td>
<td>lumpsum</td>
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<tr>
<td></td>
<td>Supply and install glass wall and doors for S/GSO and A/GSO offices.</td>
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<td>• This includes the wall separating those spaces.</td>
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<td></td>
<td>• This will require the glass walls to bisect a glass window.</td>
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</table>
• The doors shall be able to swing both directions and will be free flowing (not catching on the carpet).
• The walls shall be floor to ceiling. The doors should be cut to a standard door height.
• The sections shall be sealed as best as possible for sound proofing.
• These walls shall be ready for installation during the 1st phase of this project.

<table>
<thead>
<tr>
<th>12</th>
<th>Supply and install glass wall and doors for travel office.</th>
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<tr>
<td></td>
<td>• The same specification should be followed as in the above installation.</td>
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<td></td>
<td>• These walls shall be ready for installation during the 3rd phase of this project.</td>
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| 1   | lumpsum |

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<tr>
<th>Total</th>
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<tr>
<th>DBA Insurance</th>
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You may submit your firm fixed price (FOB Destination) quotation to our email address below:

MuscatProcurement@state.gov

III. SHIP-TO ADDRESS / DELIVERY LOCATION

FOB Destination:
US Embassy Muscat
Jameat A’Duwal Al Arabiya Street #32
Al Khuwair North
Madinat Qaboos
Sultanate of Oman

IV. CLAUSES

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (MAY 2015) is incorporated by reference. (See SF-1449, Block 27A).

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:

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 or Excite) to obtain the latest location of the most current FAR.

V. SUBMISSION OF QUOTE

Each offer/quotation must consist of the following:

A. Completed Section II to include pricing (based on Section I).
   The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity ID” number that identifies the offeror’s name and address exactly as stated in the offer.

B. Detailed specification (product information sheet) and availability/delivery schedule item.

VI. EVALUATION FACTORS

The Government intends to place an award resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter. The evaluation process shall include the following:

   a) Compliance Review. The Government will perform an initial review of proposals/quotations received to determine compliance with the terms of the solicitation. The Government may reject as unacceptable proposals/quotations, which do not conform to the solicitation.

   b) Technical Acceptability. Technical acceptability will include a review of items listed under Article B in Section 3.

   c) Price Evaluation. The lowest price will be determined by price comparison among the technically acceptable and responsible offerors. The Government reserves the right to reject proposals that are unreasonably low or high in price.

   d) Term of Payment. Government term of payment is 30 days upon received the item/s and proper invoice.

   e) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.
The quotation is due on **Sunday, September 18, 2022, 1400hrs local time**. Please follow instructions in Section VI for a quotation to be considered and send your quote to the address provided on Section II. Please note that your price should be valid for 30 days from September 18, 2022.

**Mode of Payment:**
Payment will be processed through EFT within 30 days of the date that a correct invoice (invoice requirements will be communicated) conforming to the provisions and services of the Purchase Order are received by the US Embassy, Muscat.
GSO Office Remodel Project

General Details
Projected construction dates: Oct 2022 – Feb 2023
This project increases overall office capacity from 18 to 25 workstations to include a separate office for the Travel Section.
Below is the current GSO office layout
GSO Office Remodel Project
New Layout and Costs

All measurements are in centimeters
GSO Office Remodel Project

**Phased Construction Plan**

This is the current office layout and description of the 3x phase construction plan.

Phase 1 – Demo and build Procurement/Shipping and S/GSO offices. Build temp wall closing hallway to other offices. Procurement, Shipping and S/GSO will be displaced from Oct – Dec.

Phase 2 – Demo and build Housing and Property offices. Build 2ea temp. walls through S/GSO office and near Travel office. Housing and Property will be displaced from Dec – Jan.

Phase 3 – Demo and build Travel Office. Build temp. wall along old Housing and Property office line near Travel office. The Travel office will be displaced from Jan – Feb.
Furniture SOW for GSO Office Remodel

- 20ea 160cm x 160cm workstations (cubical type)
  - Low cubical partitions for 3x sides per desk
  - 20x 3drawer cabinets for under the desks
  - Plastic mats for rolling desk chairs
  - No chairs required
- 2ea workstations for GSO officer offices (executive type desks)
  - W/ built-in drawers.
- 1ea workstations for GSO Asst. (reception type, standing desks)
- 2ea workstations for travel office (junior executive type desks)
  - With 2x 3drawer cabinets for under the desks
- 3ea 200cm(w) x 50cm(d) x 100cm(h) cabinets for print areas.
  - 3 drawer filing cabinets beneath for hanging files.
  - Broken into 2x sections approx. 100cm each.
- 4ea 200cm bench/loveseat
- 8ea chairs with arms for GSO officer offices and meeting space
- 2ea 100cm round tables for meeting space
- 4ea end tables
- 2ea 150cm (w) x 50cm (d) x 200cm(h) file cabinets.
  - Top level should be bookshelf style
  - Bottom rows should be drawers for hanging files
- This quote is for Supply, Construct, and Install based on the 3phased construction plan.

Glass Wall SOW for GSO Office Remodel

- Supply and install glass wall and doors for S/GSO and A/GSO offices.
  - This includes the wall separating those spaces.
  - This will require the glass walls to bisect a glass window.
  - The doors shall be able to swing both directions and will be free flowing (not catching on the carpet).
  - The walls shall be floor to ceiling. The doors should be cut to a standard door height.
  - The sections shall be sealed as best as possible for soundproofing.
  - These walls shall be ready for installation during the 1st phase of this project.

- Supply and install glass wall and doors for travel office.
  - The same specification should be followed as in the above installation.
  - These walls shall be ready for installation during the 3rd phase of this project.