

Embassy of the United States of America
Khartoum, Sudan

November 17, 2020

Dear Prospective Vendors,

Subject: Request for Quotation NO: 19SU4021Q0003

The US Embassy Khartoum would like to call for qualified contractors/vendors for **PV- ACC Roof Repair**, you are invited to submit a quotation. 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.

The Embassy plans to award this project to responsible company submitting lowest price technically acceptable. We intend to award this project based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. You are encouraged to make your quotation competitive.

You are also cautioned against any collusion with other potential offerors regarding 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.

A site visit will be held **November 25, 2020** at 10:00. Prospective bidders should contact **Aisha Suliman** at Sulimanaa@state.gov OR on phone number +249-1-870-22562 no later than **November 24, 2020** at 14:00 for additional information and to arrange entry to the property.

Please read the RFQ carefully, and if you are interested Return the completed SF-1449 to:

The U.S. Embassy
Procurement Section / GSO
P.O. Box 669,
Kilo 10, Soba

Oral quotations will not be accepted.

quotation due date November 30, 2020 at 16:30.

Sincerely,

Paul Bottse

Contracting Officer

Statement of Work
PV- ACC Roof Repair
Property OBO-293
Presidential Villas
USA Embassy Khartoum, Sudan

1. Description of Services

1. The US Embassy, Khartoum has a requirement to maintain and repair the ACC area in the presidential Villas, a leased residential compound, known as OBO # 293 in Shatti neighborhood, Khartoum. The work shall be done to inspect, correct the sources of leakage and maintain the property as per drawings, scope of work, specifications, and General contract conditions. This project requires an experienced contractor to execute the job.
2. The Contractor shall provide all labor, materials, tools, equipment, supervision, and other related items required to complete the work as per scope of work, specifications and attached drawings.
3. The contractor is responsible for the protection of existing structures, utilities and vegetation. Workers shall stay within the site area. Any damage shall be repaired at the contractors' expense.
4. Contractors are highly advised to visit the site, verify the existing site conditions and measurements to develop their proposal.

2. Submittals

1. The contractor shall submit the following as part of his/her bid.
 - I. Technical data sheet and specifications of:
 - a. Marble tiles including a sample 20 cm X 20 cm
 - b. Waterproof coating including primer and all other coats
 - c. Geotextile fiber including sample 10 cm X 10 cm

3. Scope of work

The contractor shall carry out the following work: -

Exterior work

A- Preparation Work: -

- a. All areas of the existing terracotta tiles roof surfaces shown in diagram "2" shall be thoroughly cleaned and prepared to receive a waterproof coating. The surface shall be Pressure washed using a mechanical water spray device managed by experienced labor.
- b. Report any broken/damaged terracotta tiles to the COR and replace them. The terracotta tiles shall be supplied by the landlord.
- c. Report any missing concrete fillings to the COR and Fill them with non- Shrink grout.

B- Waterproof works: -

- a. Cover the whole ACC top side with high quality silicone roof coating reinforced with nonwoven geotextile 60 gm/m² – see diagram # 2. Primer and other coatings, embedded fabric shall be applied according to the manufacturers' recommendations.
- b. The finish coat shall have the same color as the existing terracotta tiles.

- c. Make sure that all the reinforced membrane covers all the vertical sides completely and extend to reach 10 cm on the bottom side if available.
- d. Ensure the whole membrane geotextile is completely fixed/adhered on the roof terracotta tiles with no air gaps or wrinkles.
- e. Inspect and report to the COR any holes/ cuts/imperfections in the existing covered area in the west side and repair them in accordance with the manufacturers' recommendations.

C- Steel Works:

- I. Reverse the orientation of the existing roof double leaf steel door (1.65 X 2.2m) to open outside (east side) and make all necessary modifications. Diagram # 3
 - a. Move the exterior frame (20 cm) towards the east side.
 - b. Install rubber Door Sweep Draft Stopper at the base of the door.
 - c. Fill all the sides and top gaps between the door frame and the walls with sealant or suitable filing material to ensure it is weather-tight door. The material shall be approved by the COR before installation.
 - d. After placing the door in its new position, reinstall all door accessories, locks, latches, and hinges.... etc. as needed and requested by the COR. Inform the COR about any defective items if found.

D- Marble tiles:

- a. Remove roof marble tiles and re-slope 10 meters X 1.5 meters Infront and on the side of the steel roof door. The slope shall guide the water towards the east side of the roof as shown in diagram # 3. Install matching tiles with similar specifications, color, and finish as adjacent tiles.
- b. Grout all open spaces between marble floor tiles in the whole area.

E- Painting

- a. Repair/ patch and Paint the exterior walls above and around the steel doors with Latex water-based paint. the final product shall have matching color and finish with adjacent walls.
- b. Paint the exterior steel door with brown oil-based paint.
- c. Paint coatings shall be at least as follows for all surfaces or more as needed. :
 - i. One (1) primer coat
 - ii. Two (2) finish coats

F- Run a through roof water test before starting the interior works

Interior work

G- Preparation Work: -

- a. Move and Cover all the furniture and equipment by waterproof cover/ tarp to protect them from dust and dirt... etc. The work shall be done under the supervision of the COR.
- b. The Contractor will remove hardware and hardware accessories, light fixtures, and items in places that are not to be painted or provide protection such as taping or masking for ornamental moldings, prior to surface preparation and painting.
- c. The Contractor will protect floors from soiling and paint spills with suitable protective cover. The contractor is responsible for moving and protecting furniture and protecting all surfaces from paint splatters.

H- Gypsum board: -

- a. Fix/ repair all block/bricks walls cracks in a professional method. The contractor shall use suitable filling material. For cracks width larger than 5 mm if found, the contractor shall install expanded steel sheet to fill the cracks, then shall cement plaster to have smooth finish.
- b. Inspect all wall and ceiling Gypsum boards. The Contractor shall take all the necessary measures to fix/replace all affected, damaged gypsum boards with new ones that have same thickness and specifications as the original gypsum boards.
- c. Ensure that all the existing wall & ceiling gypsum board is leveled and fixed properly together and to the steel structure and frames. If needed, the contractor shall use the fiberglass mesh tape to connect adjacent sheets and then plaster using gypsum board joint plaster compound.

I- Painting

- a. The Contractor shall clean the surfaces and make ready for painting. He/she shall prepare all surfaces for painting. This includes patching or repairing holes or marks on walls and all damaged corners. All wall penetration shall be sealed with waterproof sealant.
- b. After finishing all the preparation work, paint the whole walls with high quality Interior Latex Semi-Gloss paint, color is off-white.
The ceiling shall be painted with Interior Latex Semi-Gloss paint, color is white.
- a. Paint coatings shall be as follows for all surfaces or more as needed:
 - i. One (1) primer coat
 - ii. Two (2) finish coats

J- Marble tiles:

- a. Remove and dispose the stairs landing marble tiles to the west of roof door a shown in diagram. Deliver and install the new marble tiles with all associated trim work needed. The landing shall slope towards the east side (the uncovered roof. Install marble skirting 12-15 cm high. Replace the stairs risers as needed.
- b. Apply grout to all open / missing gaps between marble or ceramics floor tiles and skirtings in the whole ACC area.

K- The contractor shall maintain existing utilities indicated to remain and protect them against damage during the works. Damages caused by demolition and renovation operations, shall be repaired by the contractor at no additional cost to the Government.

L- The contractor shall transport from site all debris, rubbish, and materials resulting from demolition operations and dispose off site daily in accordance with local regulations.

1. General Conditions of Contract

A. General:

- a. This is a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in attached drawing, scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account.
- b. Contractor's staff is subject to such restriction for entry and exit as are required by the Embassy's security requirement. Contractor's staff will be subject to security cleared as required by the Embassy.
- c. Contractor shall restore all surfaces disturbed by construction to match with existing finish.
- d. Any deviation from the original contract/scope of work shall be informed to COR before work begins. No additional work or changes will be carried out without a contract modification. All material shall be new, checked and approved by COR prior to installation and proper test certificate of the materials to be submitted.

B. Responsibilities of contractor:

- a. Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and plant and equipment etc., required for completion of the work in all respects and as per the scope of the work unless otherwise specified.
- b. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.
- c. Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work.
- d. Contractor shall not proceed with next activity until previous activity will be checked and approved by COR. Contractor shall mentioned all inspection dates in the schedule chart
- e. Contractor should keep the site clean and accessible to Embassy employee all time.
- f. The contractor shall submit a detailed schedule showing each activity along its duration, predecessors, and successors. A computerized schedule is preferred; however, a bar chart may be acceptable.

- g. Duration of work for the project shall not exceed (30) Thirty calendar days. Any changes will be arranged NOT LESS than 4 days ahead of schedule.
- h. Five days after contract award, the contractor shall submit for approval, this schedule shall be discussed and approved by the COR prior to work commencement. The schedules shall be closely monitored. The contractor shall identify areas of problem and take the necessary actions to improve and maintain progress within the approved schedule.

C. Specifications:

- i. Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.

D. Execution of work:

- a. The Contractors are advised to review the attached set of drawings, material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work.
- b. On award of the work, Contractor shall submit a bar chart within 3 days for approval of the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered. Contractor shall notify the COR well in advance regarding the problems if contractor is expecting/facing during the execution of the project.
- c. The contractor shall prepare and send week's ahead activity plan via e-mail.
- d. For dismantling/blocking or making connection to any existing services or any shut-down, contractor shall inform the COR at least three working days in advance and proceed with the work only after the permission from the COR.

E. Drawings:

- a. Drawings shall be followed as closely as actual construction allows. Any deviations require the Contracting Officer's prior approval.

F. Materials:

- a. All materials used on this work shall be new and conforming to the contract specifications as per US and Local codes.
- b. Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for approval.
- c. All materials used on the project shall be approved by the Contracting Officer Representative (COR) before use.

- d. Any changes/ substitute on material shall need to be approved by COR before proceeding.

G. Storage of materials:

- a. All materials shall be stored in a proper manner protected from natural elements to avoid contamination and deterioration.

H. Site clearance and cleanup:

- a. The Contractor shall clear away all debris and excesses materials accumulated at the site and dispose it away from the Embassy premises and maintain a neat site condition.
- b. On completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.

I. Workmanship:

- a. Workers working on the site shall be skilled in their job and have experience in same type of job.

J. Working Hours:

- a. Working hours shall be 8:00 A.M. to 4:30 P.M. Sunday to Thursday. No work shall be done on Fridays, Saturdays, and holidays without the prior approval of the Contracting Officer.

K. Security Clearance:

- a. The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name and date of delivery) to the COR at least 24 hours in advance for material deliveries.
- b. Contractor shall give his workers name at least 3 days in advance to get the security clearance. All the workers shall have the photo ID or photo ID with the company name.

L. Safety procedures

Scope and Application

1. Contractor must meet with POSHO or representative before each phase of work begins to discuss safety concerns and agree upon appropriate PPE, methodology, and risk mitigation plans.
2. Contractor shall acknowledge POSHO authority to specify ideas, monitor towards completeness until shut down.
3. This document applies to all contractors and subcontractors working at or on American Embassy property owned or leased as specified in the scope of work. While working on U.S. Government projects the contractor or subcontractor are responsible for maintaining at least an agreed upon minimum amount of safety for the workers and public.

This basic requirement is as follows:

1. Proper Protective Equipment will be worn by workers while in any work area or while performing tasks that create hazards for workers. The requirements listed below are minimum requirements and may be supplemented or added to by the POSHO.
 - A. Safety glasses will be worn while performing the following
 - i. Drilling
 - ii. Chiseling, chipping
 - iii. Wood working, metal working
 - B. Hearing protection will be provided for all those who operate loud power tools and equipment.
 - i. Hard hats will be worn in areas where falling objects are a hazard.
 - C. Gloves will be worn for cleanup and removal of work area waste and materials.
 - i. Proper footwear will be worn by all workers, including safety shoes.
2. The contractor will identify a safety officer for each project responsible for the following:
 - A. Shoring and trenching operations:
 - i. Shoring will be used for any trenching/digging deeper than 5 feet if a slope is not used in excavation.
 - ii. At least one worker will remain topside at all times.
 - iii. A ladder that allows for immediate escape will be available at all times.
 - B. Use of Signs and Barriers
 - i. Barriers and signs shall identify workplace hazards and special instructions.
 - ii. Minimum space required to perform work shall be identified.
 - iii. Ribbon, tape, fencing or portable barriers will create a controlled area around work site.
 - C. Electrical issues
 - iv. All power cords and power taps will be wired appropriately, leaving no exposed wires that are live or could come in contact with staff.
 - v. While working on electrical systems proper lockout/tag-out procedures will be followed, and the circuit being worked on will be de-energized (turned off at the main breaker).
 - vi. Power cords and temporary power will be GFCI protected and shall not be placed in areas that are prone to flooding or are wet, (i.e. running through puddles on the floor).
 - vii. Equipment will be plugged into a standard GFCI-protected receptacle and not wired directly into power taps.
 - D. Waste cleanup and removal
 - i. All excess or waste materials will be removed from the site at the close of each workday. Debris will be removed to include food bags and containers. Staging of materials shall be in an agreed upon location.
3. Safety meetings shall occur at least once a week with at least one Embassy staff member present.

4. Prior commence, the Contractor shall at his expense, procure and maintain required insurance coverages on all its operations/ workers in companies acceptable to the Owner and/or Contractor.

M. Inspection

- A. The Contractor shall maintain a system of quality control to ensure that the materials and services meet the requirements of this contract. The Government reserves the right, as provided herein, to inspect the Contractor's work as well as his system of QA/QC.
- B. The Contractor shall nominate a key individual responsible for work execution and quality control.

N. Acceptance

- A. Acceptance of deliverable items shall be carried out by the Contracting officer or his representative. Acceptance or use of documents developed under this contract shall not in any way relieve the Contractor of responsibility for the design and workmanship.

O. Warranty

- A. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of three years from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his expenses.
- B. The performance agreement shall include the stipulation that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system within twenty-four (24) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashings, etc. When weather permits, all temporary repairs shall be redone, and the roof restored to the standard of the original installation.