BPA POSTING NOTICE (19RP3821Q0036)

We intend to establish a Blanket Purchase Agreement (BPA) for the future purchases of Domestic Courier Services for the American Citizen Services (ACS) customers and for shipment of documents between ACS Manila and Cebu Consular Agency.

Scope of Work:

The contractor shall perform the following services:

Pick-up and delivery of document:

Cebu:
Pick-up/delivery twice a week on Wednesdays and Fridays between 2:00-3:30 p.m., except Philippine and American and Holidays.

Manila:
Pick-up/delivery every day in the morning before 12 noon, except Philippine and American and Holidays.

Special requirement: two-way service for customers:

A booth is required and should be located in the ACS lobby (Manila) where customers are able to make payments to the courier for the delivery of their passports and/or CRBAs. The booth would be required to provide service from 7:00am-12:00pm, during weekdays, except Philippine and American and Holidays. In addition, the service requires delivery of parcels, for those submitting documents via the courier, and pick up completed documents for delivery to the applicants. A call center should be available for applicants to arrange pick up of document from their location and delivered to the US Embassy.

The U.S. Embassy estimates that the volume of purchases through this BPA will be Php 450,000.00 for one year. The Embassy is not obligated to purchase any definite amount under this BPA.
The amount of any one purchase will not exceed Php 450,000.00.

The U.S. Government is exempt from paying the ad valorem/specific tax, custom and duties imposed by the Philippine Government under Section 106(a) and 109 of the Tax Code of 1997, respectively. Thus, price(s) shall be billed to the U.S. Government net of ad valorem tax, value added tax, customs and duties.

Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of the original and correct summary invoice. A summary invoice shall be submitted at least monthly or upon expiration of BPA, whichever occurs first, for all deliveries made during a billing period. The invoice shall identify the call orders/delivery tickets covered therein, stating the total value, and supported by recent copies of the call orders/delivery tickets.

The U.S. Government intends to award BPAs to those firms that are technically acceptable, responsible, and clearly intend to sell products or services to the U.S. Government at market prices or below. 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.

For any questions or concerns regarding the BPA, please contact Marilyn S. Vita at 5301-2828 or via e-mail at VitaMS@state.gov.

Posting valid until March 5, 2021; 10AM

SOLICITATION PROVISIONS

Instructions to Offeror. Each offer must consist of the following:

FAR 52.212-1 INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (APR 2014), is incorporated by reference (see SF-1449, Block 27A)

ADDENDUM TO 52.212-1

Summary of Instructions. Each offer must consist of the following:

1. Information demonstrating the offeror's ability to perform, including:

(1) Name of a Point of Contact (or other liaison to the U.S. Embassy/Consulate) who understands written and spoken English;

(2) Evidence that the offeror operates an established business with a permanent address and telephone listing;

2. List of clients over the past three (3) years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has not performed comparable services in Philippines then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:

- Quality of services provided under the contract;
- Compliance with contract terms and conditions;
- Effectiveness of management;
- Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
- Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

3. Evidence that the offeror can provide the necessary personnel, equipment, and financial resources needed to perform the work;

4. The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.

Documents including, but not limited to:

- Company Profile
- SEC Registration / Articles of Incorporation
- DTI Business Registration
- BIR Certificate of Registration
- Municipal License / Mayor's Permit
- VAT Registration
- TIN Certificate

ADDENDUM TO SOLICITATION PROVISIONS
FAR AND DOSAR PROVISIONS NOT PRESCRIBED IN PART 12

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions 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: *http://www.acquisition.gov/far/* or *http://farsite.hill.af.mil/vffara.htm.*

These addresses are subject to change. If the FAR is not available at the locations indicated above, use of an internet "search engine" (for example, Google, Yahoo, Excite) is suggested to obtain the latest location of the most current FAR provisions.

The following Federal Acquisition Regulation solicitation provisions are incorporated by reference:

PROVISION	TITLE AND DATE
52.204-7	SYSTEM FOR AWARD MANAGEMENT (JUL 2013)
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (NOV 2014)
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
52.225-25	PROHIBITION ON CONTRACTING WITH ENTITIES ENGAGING IN CERTAIN ACTIVITIES OR TRANSACTIONS RELATING TO IRAN—REPRESENTATION AND CERTIFICATIONS (DEC 2012)

The following DOSAR provision(s) is/are provided in full text:

652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999) (DEVIATION)

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1696, by fax at (703) 875-6155, or write to:

Competition Advocate
U.S. Department of State
A/OPE
SA-15, Room 1060
Washington, DC 20522-1510

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the Contracting Officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Ms. Joni Scandola at +632 301 2000. For an American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1696, by fax at (703) 875-6155, or write to:

Acquisition Ombudsman
U.S. Department of State
A/OPE
SA-15, Room 1060
Washington, DC 20522-1510