



Consulate General of the United States of America
Ho Chi Minh City, Vietnam

Date: Jul 21st, 2016

To: Prospective Quoters

Subject: Request for Quotations number PR5490028

Enclosed is a Request for Quotations (RFQ) package for English training program for the Consulate General in Ho Chi Minh City. If you would like to submit a quotation, please complete the required portions of the attached document and submit the package electronically to Ms. Nguyen Huynh Nhu – Procurement Supervisor at nguyennh1@state.gov by the deadline below.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order 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. Quotes must be valid for 1 year.

The proposal must have the company registration record in the System for Award Management (SAM) with the Data Universal Numbering System (DUNS) number and the NATO Commercial and Government Entity (NCAGE) Code for doing business with the U.S. Government. If you already have the SAM record available, please submit the confirmation letter together with the proposal for our review. If you don't have the SAM record, please find the attached instructions, or contact Ms.Nhu at 0903348171 for assistance.

Quotations are due at 15:00, Aug 15th, 2016.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Fogo".

Michael K. Fogo
Contracting Officer

Enclosure
As Stated.

**U.S. CONSULATE HO CHI MINH CITY
ENGLISH TRAINING PROGRAM
STATEMENT OF WORK**

A. PROCUREMENT TERMS AND CONDITIONS

1. The Offeror must be willing to accept Purchase Order (PO) from US Consulate HCM.
2. Vendor's contract is not accepted and signed.
3. All items bid must meet the specifications listed.
4. Proposals must be in local currency VND, firm fixed price to include tax and any other anticipated charges.
5. Invoice for payment after Consulate employees start their classes. Invoice issuance on monthly basis and payment will be made by bank transfer within 15-30 days after receiving red invoice. (No deposits paid or full payment of courses prior to start of class.)
6. Any cancellations after PO acceptance, only services provided will be paid.
(Courses cancellation is accepted before starting the class)
7. For US Government rules and regulations reference, please read attached FAR and DoSAR document.
8. DUNS/SAM registration is required as instructed in the letter of request for quotation.

B. SCOPE OF WORK

The English Training Program focused on developing our local staff's English competency sufficient to improve their work performance, customer services and leadership skills with employees at various language levels and contribution to the Mission's success. The contractor(s) shall provide the English training services for various language levels and skills as outlined below:

I/Training Courses

- 1/ Level 1: Beginner
 - Grammar, Listening, speaking, writing
- 2/ Level 2: elementary
 - Grammar, Listening, speaking, writing
- 3/ Level 3: pre-intermediate
 - Grammar, Listening, speaking, writing
- 4/ Level 4: intermediate
 - Grammar, Listening, speaking, writing

5/ Level 5: upper intermediate

- Grammar, Listening, speaking, writing

6/ Level 6: Advanced

- Grammar, Listening, speaking, writing

7/ Presentation skills (Intermediate + Advanced level)

8/ Interpretation & translation (Intermediate + Advanced level)

9/ English for International Business (Intermediate + Advanced level)

* Each session shall last 1.5 hours, 3 sessions per week, from 5 - 15 students per instructor.

* Native English Speaking Teacher/Instructor

II/Administration and Deliverable of the Training Courses

The contractor shall provide:

- Recommendation and information of the class to the Consulate for its confirmation
- Placement tests to determine level of English competency/technical language needs and arrange training classes accordingly
- Track students and attendance for invoicing purpose
- Evaluate students' progress. Determine periodically if students are correctly placed in classes.
- Employees studying progress report
- Training material