**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. **REQUISITION NUMBER**
   PR10973987

2. **CONTRACT NO.**
3. **AWARD/EFFECTIVE DATE**
4. **ORDER NUMBER**
5. **SOLICITATION NUMBER**
   19VM3022Q0038
6. **SOLICITATION ISSUE DATE**
   31‐Aug‐2022

7. **FOR SOLICITATION INFORMATION CALL:**
   a. **NAME**
      GSO Procurement
   b. **TELEPHONE NUMBER (No collect calls)**
      +84-24 – 3850 5000

8. **OFFER DUE DATE/LOCAL TIME**
   17:00 on Sep 20, 2022

9. **ISSUED BY**
   General Services Office, U.S. Embassy Hanoi.

10. **THIS ACQUISITION IS**
    • SMALL BUSINESS
    • UNRESTRICTED OR
    • HUBZONE SMALL BUSINESS
    • SET ASIDE: ___ % FOR:
    • WOMEN-OWNED SMALL BUSINESS
    • SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
    • WOSB
    •EDWOSB
    • NAICS:
    • SIZE STANDARD:

11. **DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED**
   • SEE SCHEDULE

12. **DISCOUNT TERMS**
   13a. **THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)**
   13b. **RATING**
   14. **METHOD OF SOLICITATION**
      • RFQ
      • IFB
      • RFP

15. **DELIVER TO**
   U.S. Embassy Hanoi Warehouse
   324A Nguyen Trai, Thanh Xuan

16. **ADMINISTERED BY**

17a. **CONTRACTOR/OFFERER CODE**
17b. **TELEPHONE NO.**

18a. **PAYMENT WILL BE MADE BY BANK TRANSFER WITHIN 30 DAYS UPON COMPLETION OF SERVICE AND RECEIPT OF A PROPER INVOICE.**
18b. **SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED**

19. **ITEM NO.**
20. **SCHEDULE OF SUPPLIES/SERVICES**
21. **QUANTITY**
22. **UNIT PRICE**
23. **AMOUNT**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Drinking water with the detail size as below description: Bottle 19L (5G)</td>
<td>1</td>
<td>Bottle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bottle 0.35L</td>
<td>1</td>
<td>Case</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bottle 0.5L</td>
<td>1</td>
<td>Case</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bottle 1.5L</td>
<td>1</td>
<td>Case</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cleaning and maintenance water dispenser (Check attached sheet)</td>
<td>1</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. **ACCOUNTING AND APPROPRIATION DATA**
26. **TOTAL AWARD AMOUNT** (For Govt. Use Only)

27a. **SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE NOT ATTACHED**
27b. **CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE NOT ATTACHED**

28. **CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _02_ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.**

29. **AWARD OF CONTRACT: REF. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:**

30a. **SIGNATURE OF OFFEROR/CONTRACTOR**
31a. **UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)**

30b. **NAME AND TITLE OF SIGNER (Type or print)**
31b. **NAME OF CONTRACTING OFFICER (Type or print)**
31c. **DATE SIGNED**

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE
Computer Generated

STANDARD FORM 1449 (REV. 02/2012)
Prescribe52.212
SCOPE OF WORK – DRINKING WATER SUPPLIES IN HANOI

This is a solicitation for a vendor (“Contractor”) to provide U.S. Embassy Hanoi with a contract for Drinking Water Supplies in Hanoi for U.S. EMBASSY HANOI during the period from 02 Jan 2023 to Oct 2028. The Contractor shall provide all drinking water supplies as specified below by U.S. EMBASSY HANOI.

Supply of Drinking Water and Water Dispenser Maintenance: US Embassy requires supplies of drinking water for office use: 0.5-liter, 0.35 liter, 1.5 Liter bottled water for meetings and conferences, and 19-liter bottled water for all water dispensers located at the office and the other location that the U.S. Embassy Hanoi requested. The drinking water should meet the quality examined by the Ministry of Health. The Contractor should also provide maintenance, cleaning services for all dispensers every three (3) months upon request and maintenance services as needed. The Contractor must not require any deposit for the contract but shall get full monthly payment within 30 days since the receiving the invoices.

Experience and Qualifications of Contractor: Bidders must have at least five (5) years experience in supplying drinking water and maintenance for water dispenser. Bidders must provide evidence of their ability to maintain high quality drinking water standards. Evidence should include the test result of Ministry of Health of Vietnam under QCVN 6-1: 2010/BYT: National technical regulation for Bottled Packaged natural mineral waters and drinking waters.

Find the attached for more detail of Regulation:

If awarded, The Contractor shall provide annual updates demonstrating that its quality assurance certifications are up to date.

Delivery: Upon US Embassy Hanoi included Agencies request, the Contractor shall deliver drinking water products to our office and provide delivery tickets. US Embassy Hanoi and Agencies are responsible to return all empty 19-liter bottles after use without putting any object into the bottles. There shall be no limits of the number of deliveries in each month as well as the number of bottles of each delivery. The price quoted by the Contractor shall include delivery fee if any as US Embassy shall not pay shipping fee separately.

Billing: The Contractor shall submit a monthly invoice for drinking water supplies after a BPA call has been submitted by U.S. EMBASSY HANOI to, and has got approval from, the U.S Embassy. This invoice must indicate the dates of delivery of drinking water, the number of water bottles delivered each time, the date of maintenance when applicable, and total amount for month. The amount then will be paid for by EFT from the U.S. Embassy within 30 days since the receiving the invoice.
**Emergencies:** Contractor shall provide US Embassy and Agencies with a list of individuals who may be contacted out of normal business hours in the event of an emergency. The Contractor must keep this list up to date.

**Rejection Grounds:** US Embassy Hanoi and Agencies may reject any drinking water supplies that do not meet the safe drinking water standard and the specific requirements of this contract. US Embassy Hanoi will not invoke this right without due cause nor prior discussion with the Contractor.

**References:** Bidders will furnish at least three (3) references from companies for whom they have, or are performing, similar size and scope of work within the last three (3) years. Include name of company, point of contact and telephone number and email address.

**Procurement Term and Conditions:**

- The offeror must be willing to accept Purchase Order from US Embassy Hanoi.
- Vendor’s contract is not accepted and signed.
- All items bid must meet or exceed specifications listed.
- Proposals must be in local currency VND. Price at the proposal time to include 10% VAT and any other anticipated charges.
- Selected vendor must be able to accept payment within 30 (thirty) days after the orders are delivered completely and the original correct invoice is received.
- The payment will be made through Electronic Fund Transfer (EFT) to the vendor bank account (VND) as stated on the invoice.
- Any cancellations after PO awarded, only services rendered will be paid.
- For US Government rules and regulation reference, please read the attached Commercial Clause document attached.
- Vendor must have company registration record in the System for Award Management (SAM) for doing business with the U.S. Government.