U.S. Embassy Sofia, Bulgaria

Date: April 3, 2019

To: Prospective Quoters

Subject: Request for Quotations number PR8184089 – Provision and delivery of diesel fuel for US Embassy, Sofia, Bulgaria

Dear Prospective Offeror:

The United States Embassy in Sofia, Bulgaria has a requirement for a contractor to provide transportation services. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Description of the services
3. FAR Clauses

The Embassy intends to award a purchase order resulting from this solicitation to the lowest priced, technically acceptable offer from a responsible contractor. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the U.S. Embassy to make any award. The Embassy may cancel this RFQ or any part of it at any time.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to:
Attention: Contracting Officer,
#16 Kozyak Street,
Sofia 1408

or electronically to SofiaProcurement@state.gov by 5:00 p.m. on April 12, 2019. Electronic submittals are preferred. No quotations will be accepted after this time. Oral quotations will not be accepted.

Sincerely,

Bridget Bittle
Contracting Officer

Enclosure:
As Stated.
**REQUEST FOR QUOTATIONS**  
(*THIS IS NOT AN ORDER*)

**THIS RFQ [ ] IS [x] IS NOT A SMALL BUSINESS-SMALL PURCHASE SET-ASIDE (52.219-4)**

<table>
<thead>
<tr>
<th>1. REQUEST NO.</th>
<th>2. DATE ISSUED</th>
<th>3. REQUISITION/PURCHASE REQUEST NO.</th>
<th>4. CERT. FOR NAT. DEF. UNDER BIDS REG. 2 AND/OR DMS REG. 1</th>
<th>5A. ISSUED BY</th>
<th>6. DELIVER BY (Date)</th>
<th>5B. FOR INFORMATION CALL:</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR8184089</td>
<td>April 3, 2019</td>
<td>PR8184089</td>
<td></td>
<td>General Services Office</td>
<td></td>
<td>(Name and telephone no.)</td>
<td></td>
</tr>
</tbody>
</table>

**5B. FOR INFORMATION CALL:**

- Bridget Bittle, Contracting Officer, tel: 937 5100
- Veseliya Rafailova, Procurement Agent, tel: 939 5665

**7. DELIVERY**

- FOB DESTINATION: X OTHER (See Schedule)

**8. TO:**

<table>
<thead>
<tr>
<th>a. NAME</th>
<th>b. COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridget Bittle</td>
<td></td>
</tr>
</tbody>
</table>

**9. DESTINATION**

<table>
<thead>
<tr>
<th>a. NAME OF CONSIGNEE</th>
<th>b. STREET ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date):**

5:00pm, April 12, 2019

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
<tr>
<td>1</td>
<td>Provision and delivery of Diesel fuel to US Embassy Sofia</td>
<td>25,000</td>
<td>Lt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>VAT 20%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Grand total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**12. DISCOUNT FOR PROMPT PAYMENT**

<table>
<thead>
<tr>
<th>a. 10 CALENDAR DAYS</th>
<th>b. 20 CALENDAR DAYS</th>
<th>c. 30 CALENDAR DAYS</th>
<th>d. CALENDAR DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>NUMBER</td>
</tr>
</tbody>
</table>

**13. NAME AND ADDRESS OF QUOTER**

<table>
<thead>
<tr>
<th>a. NAME OF QUOTER</th>
<th>b. STREET ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION**

<table>
<thead>
<tr>
<th>a. NAME (Type or print)</th>
<th>b. TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridget Bittle</td>
<td>937 5100</td>
</tr>
</tbody>
</table>

**15. DATE OF QUOTATION**

**16. SIGNER**

<table>
<thead>
<tr>
<th>a. NAME (Type or print)</th>
<th>b. TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting Officer</td>
<td>AREA CODE NUMBER</td>
</tr>
</tbody>
</table>

**NOTE:** Additional provisions and representations [√] are [ ] are not attached.
DESCRIPTION OF SERVICES

1. **GENERAL.**

   The contractor shall provide and deliver 25,000 lt. of diesel fuel to the US Embassy in Sofia, Bulgaria, located at #16 Kozyak str. Sofia.

   The price listed in The Schedule (SF 18, block 11) shall include all labor, materials, transportation, overhead, and profit.
CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS
AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-101, Dated 11/20/2018)

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following 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 this address: https://www.acquisition.gov/far

DOSAR clauses may be accessed at: http://www.statebuy.state.gov/dosar/dosartoc.htm

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.204-7</td>
<td>SYSTEM FOR AWARD MANAGEMENT</td>
<td>OCT 2018</td>
</tr>
<tr>
<td>52.204-9</td>
<td>Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)</td>
<td>JAN 2011</td>
</tr>
<tr>
<td>52.204-13</td>
<td>SYSTEM FOR AWARD MANAGEMENT MAINTENANCE</td>
<td>OCT 2018</td>
</tr>
<tr>
<td>52.204-18</td>
<td>COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE</td>
<td>OCT 2018</td>
</tr>
<tr>
<td>52.212-4</td>
<td>Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)</td>
<td>OCT 2018</td>
</tr>
<tr>
<td>52.225-19</td>
<td>Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)</td>
<td>MAR 2008</td>
</tr>
<tr>
<td>52.227-19</td>
<td>Commercial Computer Software License (if order is for software)</td>
<td>DEC 2007</td>
</tr>
<tr>
<td>52.228-3</td>
<td>Workers’ Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)</td>
<td>JUL 2014</td>
</tr>
<tr>
<td>52.228-4</td>
<td>Workers’ Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)</td>
<td>APR 1984</td>
</tr>
</tbody>
</table>
52.212-5 Contract Terms and Conditions Required To Implement Statutes or Executive Orders - Commercial Items (OCT 2018) and (Deviation 2017-02) (June 2017)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
   (1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
   (2) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
   (5) [Reserved].
   (10) [Reserved].
(ii) Alternate I (Nov 2011) of 52.219-3.
(12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).
(ii) Alternate I (Jan 2011) of 52.219-4.
(13) [Reserved]
(ii) Alternate I (Nov 2011).
(iii) Alternate II (Nov 2011).
(iii) Alternate II (Mar 2004) of 52.219-7.
(iv) Alternate III (Nov 2016) of 52.219-7.
(v) Alternate IV (Nov 2016) of 52.219-7.
(16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)).
(17)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2017) (15 U.S.C. 637(d)(4)).
(ii) Alternate I (Nov 2016) of 52.219-9.
(iii) Alternate II (Nov 2016) of 52.219-9.
(iv) Alternate III (Nov 2016) of 52.219-9.
(v) Alternate IV (Nov 2016) of 52.219-9.
(18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(e)).
(19) 52.219-14, Limitations on Subcontracting (Jan 2017) (15 U.S.C. 637(a)(14)).
(22) 52.219-28, Post Award Small Business Program Representation (Jul 2013) (15 U.S.C. 632(a)(2)).
(23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)).
(24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)).
(27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
(28) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).
__ (31) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).
__ (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
__ (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
__ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
__ (36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693).
__ (37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).
__ (38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).
__ (39)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).
__ (ii) Alternate I (Jun 2014) of 52.223-14.
__ (41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).
__ (ii) Alternate I (Jun 2014) of 52.223-16.
__ (43) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).
__ (44) 52.223-21, Foams (Jun 2016) (E.O. 13693).
__ (ii) Alternate I (JAN 2017) of 52.224-3.

(ii) Alternate I (May 2014) of **52.225-3**.

(iii) Alternate II (May 2014) of **52.225-3**.

(iv) Alternate III (May 2014) of **52.225-3**.


(49) **52.225-13**, Restrictions on Certain Foreign Purchases (June 2008) (E.O.’s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(50) **52.225-26**, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; [10 U.S.C. 2302 Note]).

(51) **52.226-4**, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) ([42 U.S.C. 5150].

(52) **52.226-5**, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) ([42 U.S.C. 5150].


(55) **52.232-33**, Payment by Electronic Funds Transfer. System for Award Management (Jul 2013) ([31 U.S.C. 3332].

(56) **52.232-34**, Payment by Electronic Funds Transfer. Other than System for Award Management (Jul 2013) ([31 U.S.C. 3332].

(57) **52.232-36**, Payment by Third Party (May 2014) ([31 U.S.C. 3332].


(59) **52.242-5**, Payments to Small Business Subcontractors (Jan 2017)(15 U.S.C. 637(d)(12)).

(60)(i) **52.247-64**, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631].

(ii) Alternate I (Apr 2003) of **52.247-64**.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) **52.222-17**, Nondisplacement of Qualified Workers (May 2014)(E.O. 13495).

(2) **52.222-41**, Service Contract Labor Standards (May 2014) ([41 U.S.C. chapter 67].

8
(8) 52.222-54, Minimum Wages Under Executive Order 13658 (Dec 2015).
(10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).
(11) 52.237-11, Accepting and Dispensing of $1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records.Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor’s directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this
paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause.

(ii) **52.203-19**, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
(iii) **52.219-8**, Utilization of Small Business Concerns (Nov 2016) *(15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $700,000 ($1.5 million for construction of any public facility), the subcontractor must include **52.219-8** in lower tier subcontracts that offer subcontracting opportunities.
(iv) **52.222-17**, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause **52.222-17**.
(v) **52.222-21**, Prohibition of Segregated Facilities (Apr 2015)
(vi) **52.222-26**, Equal Opportunity (Sept 2016) (E.O. 11246).
(viii) **52.222-36**, Equal Opportunity for Workers with Disabilities (Jul 2014) *(29 U.S.C. 793).*
(ix) **52.222-37**, Employment Reports on Veterans (Feb 2016) *(38 U.S.C. 4212)*
(x) **52.222-40**, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause **52.222-40**.
(xi) **52.222-41**, Service Contract Labor Standards (May 2014) *(41 U.S.C. chapter 67).*
(xii) *(A) 52.222-50*, Combating Trafficking in Persons (Mar 2015) *(22 U.S.C. chapter 78 and E.O 13627).*
 *(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O 13627).*
(xiii) **52.222-51**, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) *(41 U.S.C. chapter 67).*
(xiv) **52.222-53**, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) *(41 U.S.C. chapter 67).*
(xviii)(A) 52.224-3, Privacy Training (Jan 2017) *(5 U.S.C. 552a).*
(B) Alternate I (Jan 2017) of 52.224-3.

(xx) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6)

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>652.225-71</td>
<td>Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.229-70</td>
<td>Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)</td>
<td>JUL 1988</td>
</tr>
<tr>
<td>652.229-71</td>
<td>Personal Property Disposition at Posts Abroad</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.237-72</td>
<td>Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)</td>
<td>APR 2004</td>
</tr>
<tr>
<td>652.239-71</td>
<td>Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)</td>
<td>SEP 2007</td>
</tr>
<tr>
<td>652.242-70</td>
<td>Contracting Officer’s Representative (if a COR will be named for the order) Fill-in for paragraph b: “The COR is ___________________”</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.242-71</td>
<td>Notice of Shipments</td>
<td>JUL 1988</td>
</tr>
<tr>
<td>652.242-73</td>
<td>Authorization and Performance</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.243-70</td>
<td>Notices</td>
<td>AUG 1999</td>
</tr>
<tr>
<td>652.247-71</td>
<td>Shipping Instruction</td>
<td>FEB 2015</td>
</tr>
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</table>