****

**US EMBASSY BRUSSELS,**

**BELGIUM**

**STATEMENT OF WORK**

**PURCHASE & SUPPLY OF HARDWARES**

**FOR INSTALLATION OF QFLOW SYSTEM**

(UNITED STATES EMBASSY BRUSSELS, BELGIUM)

**DECEMBER 12, 2022**

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**1.0 PROJECT DESCRIPTION**

The United States Government (USG), Department of State (DOS), has a requirement to The U.S. Embassy in Brussels seeking to purchase and supply hardware required for installing queue management system at Consular Section. The selected contractor will purchase and supply new hardware and infrastructure for technology to support queue management system. The selected contractor must also adhere to the technical standards, technical security and physical security restrictions specified in this document. This contract will be a fixed-price contract.

**2.0 GENERAL CONDITIONS**

1. **Fixed-Price Proposal**

The contractor shall provide one fixed-priced proposal for the complete Project that includes every aspect of the work.

1. **Specifications**

The work shall be governed by the U.S. Embassy Brussels, Belgium, as well as the National Fire Prevention Association (NEPA), International Building Code, International Mechanical Code, International Plumbing Code, and the National Electric Code (NEC). Should there be a discrepancy between the U.S Embassy General Specifications and the applicable Building Code, the more stringent of the two shall govern.

1. **Supply**

The vendor shall procure and supply it to our warehouse in accordance with the negotiated fixed price per Scope of Work, the Project Schedule.

1. **Modification to Contract**

The contractor shall not incur any costs beyond those described in this SOW unless directed otherwise in writing by the Contracting Officer. Any work performed by the contractor beyond this SOW without written direction from the Contracting Officer will be at the contractor’s own risk and at no cost to the Embassy.

1. **Reject of Product**

Any Product that does not comply with the specification provided will be rejected. Also, the contracting Officer reserves the right to reject the products or any other reason at his/her discretion.

1. **Submittals.**

The contractor is responsible to validate and submit the product catalogues on delivery of materials, Facility Manager and COR will review to approve.

1. **Close-out.**

Prior to final acceptance, the vendor is to submit the checklist per bill of materials in the SOW to the COR.

**3.0 BILL OF MATERIALS (BOM)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Line Item*** | ***Description*** | ***Unit*** | ***Quantity*** | ***€/ Unit*** | ***€ (TOTAL)*** |
|  |  |  |  |  |  |
|  | ***HARDWARES REQUIRED ARE BELOW*** |  |  |  |  |
| *01* | ***Component****-*  *CAQM Large Monitors/ TVs*  ***Note****-*  *These are used at the visitor’s waiting area.*  ***Product Specification****-*  *Large Screen Display or Similar Specs: 46"-55" 1920x1080 HD display with HDMI input*  *OR (Equivalent)*  ***Note: Samsung brand, no wireless/Bluetooth/screen-touch and not from China***  ***Power Input*** *100-240 V* | *Each* | *3* |  |  |
| *02* | ***Component****-*  *CAQM Large Monitors/TV Brackets*  ***Note-***  *Wall mount brackets for the waiting room TVs. These brackets must support the Monitors/TV’s mentioned in line item #1*  ***Product Specification-***  *Any bracket that will support the size and weight of TV based on standards.*  *OR (Equivalent)* | *Each* | *3* |  |  |
| *03* | ***Component-***  *± Max # CAQM Manager Dashboard TVs*  ***Note-***  *These are the Large Monitors/TVs to display the manager's Dashboard. These will be mounted in Consular Section office.*  ***Product Specification-***  *Large Screen Display or Similar Specs: 46"-55" 1920x1080 HD display with HDMI input*  *OR (Equivalent)*  ***Note: Samsung brand, no wireless/Bluetooth/screen-touch and not from China***  ***Power Input*** *100-240 V* | *Each* | *3* |  |  |
| *04* | ***Component-***  *CAQM Manager Dashboard TV Brackets*  ***Note-***  *Wall mount brackets for the manager dashboard TVs mentioned in Line Item#3*  ***Product Specification-***  *Any bracket that will support the size and weight of TV based on standards mentioned in Line Item#3* | *Each* | *3* |  |  |
| *05* | ***Component-***  *Teller Window Displays*  ***Note-***  *Located above each teller window facing waiting area*  ***Product Specification-***  *22" 1920x1080 resolution Monitor*  ***Power Input -***  *Varies based on model* | *Each* | *10* |  |  |
| *5.1* | ***Component-***  *Teller Window Displays Wall Mounting Brackets*  ***Note-***  *The electrical and HDMI cables are right at the rear center of the 22” monitor.*  ***Product Specification-***  *Any bracket that will support the size and weight of TV based on standards mentioned in line Item#5* | *Each* | *10* |  |  |
| *06* | ***Component-***  *HDMI Extender Kit (Tx and Rx)*  ***Note-***  *Used to extend HDMI signal over CAT6 with a max range of 250'*  ***Product Specification-***  *TrippLite Long Range HDMI extender with Transmitter and receiver*  *(B126R-1A1SR OR better)*  *OR (Equivalent)*  ***Power Input*** *100-240V AC 1.0A*  *Output DC 5V 3.0A*  *Max Load 75* | *Each* | *5* |  |  |  |
| *07* | ***Component-***  *KVM (HDMI Compatible)*  ***Note-***  *CAER to control multiple Media PCs*  ***Product Specification-***  *HDMI compatible 1920x1080 resolution screen*  *Power Input Varies based on model*  *Max Load 40* | *Each* | *1* |  |  |
|  | *TOTAL* |  |  |  |  |
|  | *VAT* |  |  |  |  |
|  | ***TOTAL INC. VAT*** |  |  |  |  |

**PRICE**

The Contractor shall complete all work, including furnishing all labor, material, equipment and services required under this purchase order for the following firm fixed price and within the time specified.  This price shall include all labor, materials, all insurances, overhead and profit.

|  |  |
| --- | --- |
| Total Price (including all labor, materials, overhead and profit)  Excluding VAT |  |
| Total Price (including all labor, materials, overhead and profit)  Including VAT |  |

**VALUE ADDED TAX**

**VALUE ADDED TAX (VAT).**  The Contractor shall include VAT as a separate charge on the Invoice and as a separate line.

Any and all work/service, and items placed permanently, of the renovation will need to have VAT added to invoices over €2,500.00, where a certificate 151 will be used for manual verification from the Ministry of Finance.

6% VAT is applicable to any renovation work and any items that will be permanent when a building is older than 10 years.

**BIDDERS SITE VISIT:**

A site visit will be held on MM, DD, YYYY at HH:MM AM. Prospective offerors/quoters should contact the at email address [BrusselsBids@state.gov](mailto:BrusselsBids@state.gov) prior MM DD, YYYY, to obtain the exact address and to arrange entry to the embassy compound. Note that the entire site visit may possibly take 1 to 2 hours. All prospective offerors will first be shown the scope of work. Secondly, the questions from the bidders are recorded and communicated to every bidder.

**ADDITIONAL NOTE:**

List any assumptions in cost estimate in writing for consideration under the bid proposal review. All requests for information must be provided in writing and submitted to contracting officer prior to proposal deadline date as stated in the advertised announcement.

**4.0 SCOPE OF WORK**

The contractor shall procure, supply & transportation, and deliver the products to specified address. Address will be communicated to the vendor in writing.

1. **General Requirements**
2. Within 3 days of Notice to Proceed (NTP), the contractor shall provide the COR a project schedule showing start to completion dates including significant milestones.
3. Within 3 days of NTP, the Contractor shall provide the COR with details of the proposed installation utilizing written description of sketches or both.
4. The contractor is responsible to properly remove and dispose of all debris related to their work, including, but not limited to electrical, mechanical, sanitary accessories, soils, rock excavating, packing materials, scrap steel, uninstalled materials and/ or environmental waste.
5. The contractor is responsible to properly layout and prepare for the renovation based on locations provided by the COR, or Facility Manager if the COR is unavailable.
6. Contractor is responsible to any damage caused during supply.
7. All products shall be according to requested specifications. If there is a conflict between codes, or specifications, the more stringent will apply.
8. Contractor is responsible for purchasing and supplying the materials.
9. Provide all warranties and equipment manuals to the COR.

**5.0 CLOSEOUT**

Prior to Final Acceptance, the contractor shall submit to the Contracting Officers Representative Catalogues of all the products specified in the bill of materials.

**6.0 SAFETY**

1. The contractor shall provide and maintain work environments and procedures which will:
2. Avoid interruptions of Government operations and delays in delivery dates.
3. Control costs in the performance of this contract.
4. Contractor shall comply with all pertinent provisions of the latest version of POSHO Manual.

**7.0 PROJECT SCHEDULE**

1. **Approximate dates of pre-award**

Pre-Bid Site Survey -

Bids Due -

Contract Award -

Notice to Precede (NTP) -

1. **Construction Milestones, from Notice to Proceed**

Notice to Proceed (NTP) -

Project Schedule to COR 3

Project design Notes / Sketches 4

Embassy Review 4

Procurement, Shipping 4

Project Acceptance 7

1. **Deliverables**

Construction Schedule 3 Days from NTP

Project Design Notes/ Sketches 3

Manufacturer’s Literature 7

As-Built, Warranties 7

1. **Commencement, Prosecution, and Completion of Work**

The contractor shall be required to:

1. Commence work under this contract within three (3) calendar days after the date the Contractor receives the Notice to Proceed,
2. Prosecute the work diligently, and
3. Complete the entire work ready for use “Completion Date Including punch list” not later than (30) calendar days after NTP. The time stated for completion shall include final cleanup of the premises.

**8.0 RESPONSIBILITES AND PROJECT MANAGEMENT**

1. **COR.**

A Contracting Officers Representative (COR) will be assigned to ensure quality assurance goals are met. The Contractor shall always provide the COR access to the site.

1. **POINT OF CONTACT.**

The COR shall be the main point of contact for this Project. The contractor shall report to the COR on:

1. Status of the Project,
2. Changes in schedule,
3. Disruptions to utility services; and all other important information pertaining to the Project.
4. **MANAGEMENT PERSONNEL.**

The Contractor shall staff the site, full-time, with a competent senior manager who shall perform project management. Remote project management is not an option. This individual shall keep a detailed written history of the project and shall update the Government on a daily basis.

1. **PROGRESS PAYMENTS.**

If the contractor awarder expects to receive more than one (1) progress payment, the contractor must submit a broken-out Cost Proposal with a Schedule of Values in order to properly calculate the percentage of contract completion.

**9.0 PROJECT SCOPE OF WORK**

SPECIFICATIONS & SUMMARY

The main objective of this project is to install Queue management system (QMS). To install QMS, the hardware and infrastructure must be installed in place. The cabling and electrical works are completed. The necessary hardware per bill of materials required prior to installation of QMS. This contract will support for procuring and supply of hardware.

The vendor will procure and supply all the materials mentioned in the bill of materials (BOM). The selected vendor must adhere to the technical standards in this document

**END OF SCOPE OF WORK**