

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			
1. REQUEST NO. RFQ0028-11	2. DATE ISSUED 03/15/2011	3. REQUISITION/PURCHASE REQUEST NO. RQ FP11000006	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY EEOC 131 M Street, N.E. 4th Floor Washington, DC 20507			6. DELIVER BY (date)		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)		
NAME Anthony Price		TELEPHONE NUMBER		9. DESTINATION	
		AREA CODE 202	NUMBER 663-4218 Ext.:	a. NAME OF CONSIGNEE EEOC	
8. TO:			b. STREET ADDRESS 131 M Street N.E. 5th Floor		
a. NAME	b. COMPANY		c. CITY Washington		
c. STREET ADDRESS			d. STATE DC	e. ZIP CODE 20507	
d. CITY	e. STATE	f. ZIP CODE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 03/24/2011		IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			

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

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	COFFEE AND TEA SERVICE	880.000000	EA		

Delivery Date:
 Period of Performance: 03/28/2011 to 04/08/2011
 Description: See Statement of Work

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
	0.00	0.00	0.00	NUMBER 0	PERCENTAGE 0.00

NOTE: Additional provisions and representations [] are [X] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
c. COUNTY			a. NAME (Type or print)	b. TELEPHONE
d. CITY			e. STATE	AREA CODE
e. STATE			f. ZIP CODE	NUMBER
			c. TITLE (Type or print)	

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Line Number	Minumum Quantity	Minimum Amount	Maximum Quantity	Maximum Amount
4	0.000000		0.000000	

Descriptions & Specifications
IDC Constraints Document

SOW Statement of Work

Statement of Work

Catering Services for New Investigator Training Services

Background

Investigations are critical to the mission of the Equal Employment Opportunity Commission and EEOC investigators have an important role in helping the Agency fulfill its mission. To assist new investigators in this responsibility, the Office of Field Programs (OFP) is conducting a two-week New Investigator Training course in the EEOC Training Center at EEOC Headquarters on March 28-April 8, 2011.

Scope

The contractor shall provide full service catering at the EEOC Training Center for approximately 88 training participants. The contractor shall provide cold breakfast service for 10 days; afternoon break service for nine days; and hot lunch for five days.

Work to be Performed

Full-service catering services of a contractor are required to provide a variety of nutritional, fresh, safe and appetizing food and beverages for approximately 88 training participants for their morning breaks for 10 days. The contractor shall provide food and beverages for approximately 88 training participants for their afternoon breaks for nine days (March 28 – April 7, 2011). The contractor shall also provide approximately 88 hot lunches on five days. EEOC estimates 88 meals per meal type as specified below, but will provide an exact head count within two (2) business days of delivery. Morning coffee service provided at 8:00 a.m. should be for 100 training participants to ensure coffee/tea is still available for the morning break at 10:00 a.m.

Place of Performance

131 M Street, NE
 First Floor Training Center
 Washington, DC

The Training Center is located on the lobby level of the building and has access through a loading area in a parking lot to the left of the main entrance.

Period of Performance

The period of performance is from March 28, 2011 to April 8, 2011.

Dates and Hours

Monday, March 28, 2011

Monday, April 4, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.
 Afternoon break set up at 2:30 p.m.

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.
 Hot Lunch Buffet set up at 11:30
 Afternoon break set up at 2:30 p.m.

Tuesday, March 29, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set-up at 8:00 a.m.
 Hot Lunch Buffet set up at 11:30 a.m.
 Afternoon break set up at 2:30 p.m.

Tuesday, April 5, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set-up at 8:00 a.m.
 Lunch Buffet set up at 11:30 a.m.
 Afternoon break set up at 2:30 p.m.

Wednesday, March 30, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.
 Hot Lunch Buffet set up at 11:30 a.m.
 Afternoon break set up at 2:30 p.m.

Wednesday, April 6, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.
 Afternoon break set up at 2:30 p.m.

Thursday, March 31, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.
 Hot Lunch Buffet set up at 11:30 a.m.
 Afternoon break set up at 2:30 p.m.

Thursday, April 7, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.
 Afternoon break set up at 2:30 p.m.

Friday, April 1, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.
 Afternoon break set up at 2:30 p.m.

Friday, April 8, 2011

Coffee Service set up at 8:00 a.m.
 Morning break set up at 8:00 a.m.

Tasks

TASK 1: Delivery and Set up – The contractor shall perform the following duties:

- Complete set up of all food, serving equipment, and utensils in the EEOC Training Center serving area/counter.
- Provide all serving items including chafing dishes, serving utensils, and paper goods, including plates, silverware, cups, napkins, etc.

TASK 2: Food and Beverage – The contractor shall perform the following duties:

- Provide a variety of nutritional, fresh, safe and appetizing food and beverage options in satisfactory quantities within planned schedules as specified below. Vegetarian selections should be available for all times

noted.

- Food variety is a key component of this requirement. We do not want the same food for every meal.

Contractors are requested to provide a per meal price by meal type, i.e. price for coffee/tea service, morning break, hot lunch buffet and afternoon break. Meals should include the following:

CLIN 0001 - Coffee and Tea Service for 100: Per meal price \$_____

(Items to be delivered all 10 days)

Hot Coffee – Regular and Decaf

Hot Water

Assorted Teas

Hot Chocolate (instant)

Half-half

Lemon

Sugar and artificial sweeteners

Hot drink cups, lids, cup sleeves, stirrers, napkins

Plates, knives, spoons, forks, cold drink cups

CLIN 0002 – Cold Breakfast Options for 88 Per meal price \$_____

(Options to be delivered for 10 days include)

Assorted breakfast pastries/muffins

Assorted Bagels

Butter, preserves and cream cheese

Assorted yogurts

Assorted cereal bars

Fresh fruit salad/trays

Assorted chilled juices

CLIN 003 - Afternoon Break for 88 Per meal price \$_____

(Options to be delivered for 9 days include)

Assorted Dessert Bars

Assorted Cookies

Assorted Chips/pretzels

Assorted tarts

Assorted cakes

Fresh fruit selections

(Items to be delivered for 9 days)

Assorted ice tea/soda

Coffee
Ice
Plates, napkins, knives, forks, cups

CLIN 004 - Hot Lunch Buffet for 88 **Per meal price \$ _____**

(Items to be delivered for 5 days)
Choice of two hot entrees, one of which is vegetarian
Salad
Choice of salad/dressings
Bread/Rolls/butter
Dessert
Assorted ice tea/soda
Ice
Plates, cups, knives, spoons, forks, cups, napkins

Inspection and Acceptance

All deliverables shall be inspected and accepted in writing by the Contracting Officer’s Technical Representative (COTR).

Cancellation

Should EEOC elect to cancel the purchase order, EEOC shall provide written notice of the cancellation to the contractor no later than two (2) business days prior to the scheduled event date. By receipt of this cancellation notice, the contractor agrees to release EEOC from any cancellation penalties or charges. If there is a cancellation within two (2) business days of the scheduled event date, clause 52.212-4(1) will govern.

Contracting Officer’s Technical Representative (COTR)

_____ *

***Note: The COTR under the resulting contract vehicle shall be designated at the time of award.**

Reporting Requirements

The contractor shall confer with the COTR or his/her designee on all menu selections and delivery times by phone and/or email.

Packaging and Marking

Inspection and Acceptance

*Deliveries or Performance***PERIOD OF PERFORMANCE**

ITEM	START	END
1	03/28/2011	04/08/2011

PERIOD OF PERFORMANCE

ITEM	START	END
2	03/28/2011	04/08/2011

PERIOD OF PERFORMANCE

ITEM	START	END
3	03/28/2011	04/08/2011

Contract Administration Data
Accounting Data

*Special Contract Requirements**Contract Clauses*

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items. (Jan 2011)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items. (Jan 2011)

(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) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78).

(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:

[Contracting Officer check as appropriate.]

__X_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

___ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (Jul 2010) (Pub. L. 111-5).

___ (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for

Debarment (DEC 2010) (31 U.S.C. 6101 note). (Applies to contracts over \$30,000). (Not applicable to subcontracts for the acquisition of commercially available off-the-shelf items).

__ (7) 52.219-3, Notice of Total HUBZone Set-Aside or Sole-Source Award (Jan 2011) (15 U.S.C. 657a).

__ (8) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

__ (9) [Reserved]

__ (10)(i) 52.219-6, Notice of Total Small Business Set-Aside (June 2003) (15 U.S.C. 644).

__ (ii) Alternate I (Oct 1995) of 52.219-6.

__ (iii) Alternate II (Mar 2004) of 52.219-6.

__ (11)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

__ (ii) Alternate I (Oct 1995) of 52.219-7.

__ (iii) Alternate II (Mar 2004) of 52.219-7.

__ (12) 52.219-8, Utilization of Small Business Concerns (Jan 2011) (15 U.S.C. 637(d)(2) and (3)).

__ (13)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2011) (15 U.S.C. 637(d)(4)).

__ (ii) Alternate I (Oct 2001) of 52.219-9.

__ (iii) Alternate II (Oct 2001) of 52.219-9.

__ (iv) Alternate III (Jul 2010) of 52.219-9.

__ (14) 52.219-14, Limitations on Subcontracting (Dec 1996) (15 U.S.C. 637(a)(14)).

__ (15) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

__ (16)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Oct 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

__ (ii) Alternate I (June 2003) of 52.219-23.

__ (17) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Apr 2008) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

__ (18) 52.219-26, Small Disadvantaged Business Participation Program— Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

__ (19) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004) (15 U.S.C. 657 f).

__ (20) 52.219-28, Post Award Small Business Program Rerepresentation (Apr 2009) (15 U.S.C. 632(a)(2)).

X (21) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

X (22) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jul 2010) (E.O. 13126).

X (23) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

X (24) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

__ (25) 52.222-35, Equal Opportunity for Veterans (Sep 2010)(38 U.S.C. 4212).

X (26) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

__ (27) 52.222-37, Employment Reports on Veterans, (Sep 2010) (38 U.S.C. 4212).

__ (28) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

__ (29) 52.222-54, Employment Eligibility Verification (Jan 2009). (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.)

__ (30)(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.)

__ (31) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

__ (32)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (Dec 2007) (E.O. 13423).

__ (ii) Alternate I (Dec 2007) of 52.223-16.

__ (33) 52.223-18, Contractor Policy to Ban Text Messaging While Driving (Sep 2010) (E.O. 13513).

__ (34) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d).

__ (35)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (June 2009) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, and 110-138).

- ___ (ii) Alternate I (Jan 2004) of 52.225-3.
- ___ (iii) Alternate II (Jan 2004) of 52.225-3.
- ___ (36) 52.225-5, Trade Agreements (Aug 2009) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).
- X (37) 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).
- ___ (38) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
- ___ (39) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).
- ___ (40) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ___ (41) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ___ (42) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).
- ___ (43) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).
- X (44) 52.232-36, Payment by Third Party (Feb 2010) (31 U.S.C. 3332).
- ___ (45) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).
- ___ (46)(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:

[Contracting Officer check as appropriate.]

- ___ (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).
- ___ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).
- ___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).
- ___ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).
- ___ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*).
- ___ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).
- ___ (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).
- ___ (8) 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—

- (i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).
- (ii) 52.219-8, Utilization of Small Business Concerns (Dec 2010) (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 \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting

opportunities.

(iii) [Reserved]

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 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.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).

(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

(xii) 52.222-54, Employment Eligibility Verification (Jan 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 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)

52.212-3 Offeror Representations and Certifications-Commercial Items. (Jan 2011)

52.212-3 Offeror Representations and Certifications-Commercial Items. (Jan 2011)

Clauses By Reference

Clause	Title	Date
52.212-1	Instructions to Offerors-Commercial Items. (June 2008)	02/28/2011
52.212-4	Contract Terms and Conditions-Commercial Items. (June 2010)	02/28/2011

Exhibits and Attachments TOC

Identifier	Title	Date	Number of Pages
1	Statement of Work (SOW)	03/11/2011	4

Reps and Certs of Offerors

Instructions/Notices Bidders

Notes Attachment I

ATTACHMENT I

Please complete the following:

1. Complete Page 1, Blocks 12 through 16 of the Standard Form (SF) 18.
2. Pricing Information: See Page 2 -Line Item Summary of the SF18. In addition, please complete the information below:

SIZE OF BUSINESS: SMALL _____ LARGE _____ DISADVANTAGED _____

WOMAN-OWNED _____ OTHER _____

DISCOUNT TERMS FOR PROMPT PAYMENT: _____

FOB TERMS: DESTINATION: _____ ORIGIN: _____

RESPONSE DUE: By 12:00 p.m. on March 24, 2011.

PLACE OF PERFORMANCE: EEOC Headquarters Building, Office of Field Programs, located at 131 M. Street, NE., Washington, D.C. 20507-0001.

This procurement is solicited under the terms and conditions of FAR Part 12. The Government intends to award a Firm-Fixed Price purchase order.

Basis for Award – Award will be made based on lowest price technically acceptable. The Government will evaluate each quote in strict conformance with the evaluation criteria as stated on Page 13 of 13, “Evaluation Criteria,” of this RFQ. Award will be made to the technically acceptable quoter with the lowest price.

3. Method of Payment (Preferred): Pursuant to FAR Clause 52.232-36 Entitled, Payment by Third Party (February 2010), the government’s preferred method of payment for the required services will be via the Governmentwide Commercial Purchase Card. The contractor will contact the EEOC purchase cardholder to obtain the applicable purchase card account number. The name and telephone number of the applicable EEOC purchase cardholder will be provided by the Contracting Officer at the time of award.

4. Contractor accepts Government-wide Commercial Purchase Card (Please check one):

Yes No

5. Contract Funding: Quoters are advised that funds are available for this requirement.

6. Price Quotation Submission Requirements: The quoter shall submit the signed and dated price quotation to the Contracting Officer or the individual designated to receive the quote, and shall stipulate that the quote is predicted upon all the terms and conditions of this RFQ.

7. Pricing: The quoter shall state prices in the units of issue on this RFQ. Price quote for services must be in U.S. funds and exclusive of federal, state, and local taxes. If the quoter believes that certain taxes are payable by the Government, the quoter may list such taxes separately, directly below the price for the affected item.

8. If the quoter has questions pertaining to the RFQ, please fax or e-mail to Vernice Campfield. The fax number is (202) 663-4178. The e-mail address is vernice.campfield@eeoc.gov. All questions pertaining to the RFQ are due no later than 12:00 p.m., March 23, 2011.

9. Please complete the price quotation and submit the information listed below for the following items, and then return your quote along with all requested information via fax or e-mail, ATTN: Vernice Campfield no later than 12:00 noon, March 24, 2011.

The prospective contractor must be registered in the Central Contractor Registration (CCR) database prior to award of the purchase order.

Evaluation Factors for Award

M01 Evaluation Factors for Award

**EVALUATION FACTORS FOR AWARD
REQUEST FOR QUOTATION NO. RFQ0107-10
USING
LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)**

The Government will award to the vendor submitting the lowest price technically acceptable quotation that meets or exceeds the Government's requirements. In order to be considered technically acceptable, quotations must meet the following requirements:

Factors Evaluated as Go/No-Go

Factor	Standard
(a) Minimum Requirements	(a) Quotation response will be evaluated on the quoter's ability to meet the minimum requirements regarding food and beverage services.
(b) Availability of Date regarding food and beverages services	(b) Quotation response will be evaluated on the quoter's ability to provide the required services on the dates requested. The government will not consider alternative dates.
(c) Past Experience	(c) Quoter must provide evidence that it has successfully performed a minimum of three contracts for the same or similar services within the past three (3) years to include contract type: contract number, contract value, point of contact name and telephone number and the type of services provided.

Price: Once the quotes have been determined to be technically acceptable, award will be based on lowest price only.