



*Embassy of the United States of America*

Abidjan, Côte d'Ivoire

September 12<sup>th</sup>, 2019

**REQUEST FOR QUOTATION FOR THE UPGRADE OF NEC FUEL TRACKING SOFTWARE**

Dear prospective vendors,

The American Embassy Abidjan, has a requirement for a contractor to provide a price quote for the upgrade of the fuel tracking software as per attached scoop of work.

The U.S. Government intends to award a Purchase Order to a responsible company who submits a Detailed Technical Acceptable Proposal that meet our requirements and has reasonable pricing. You are encouraged to make your quote competitive and are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. This Request for Quotation (RFQ) does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

**DELIVERY ADDRESS**

Please send your bid electronically to the following address: [dogbemt@state.gov](mailto:dogbemt@state.gov)

Bids closing date: Friday September 20, 2019

Delivery date: 90 days ARO

**TERMS & CONDITIONS**

Simplified Acquisition FAR and DOSAR clauses, commercial items  
52.212-4 Contract Terms and conditions—Commercial Items (Jan 2017)  
52.212-5 Alt II Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Items (Jan 2017) - Alternate II (Jan 2017)  
52.222-26 Equal Opportunity (Sept 2016)



for Joshua Nelson  
A/Contracting Officer

**Scope of Work  
For**

**MOTORPOOL FUEL MONITORING SYSTEM  
United States Embassy  
Abidjan  
2019**

Post: Abidjan

Fiscal Year: 2019

Title: **MOTORPOOL FUEL MONITORING SYSTEM**

Projected Start date: NOVEMBER 2019

Location: NEW EMBASSY COMPOUND AND GSO/WAREHOUSE  
COMPOUND

**DESCRIPTION**

The GSO\_MOTORPOOL section of the American Embassy Abidjan requires services to improve and upgrade the fuel monitoring system for mission vehicles and personal owned vehicles (POVs) at NEC and GSO compound. The contractor should comply with all American and/or local safety, regulations, work permits, regulations and standards.

**DESCRIPTION/SPECIFICATION/WORK STATEMENT**

**SCOPE OF WORK**

This scope of work (SOW) identifies the specific requirements for the performance of the installation new software, improvement, upgrading of the fuel dispensing equipment and others services required under this Task Order. The contractor will in accordance with the terms and conditions set forth below, furnish all labor, management, facilities, supplies, equipment and material and all required services necessary for the performance of the work. The contractor will provide the required services and furnish to the U.S. Embassy drawings, specifications and other data with supporting material developed during the period of service as described in the requirements below. During the execution of the work, the contractor will provide adequate professional supervision and quality control to assure the accuracy, quality, completeness, and progress of the work.

Under this Scope of Work (SOW), the Contractor shall provide:

- Provide and install new fuel monitoring system software
- Provide and install new fuel monitoring system equipment
- Provide and install ticketing printer
- Provide and setup personnel identified key
- Provide and setup Vehicles identified key
- Provide and install transmitters
- Trainee to designated fuel attendants.

### HOURS OF PERFORMANCE

The Contractor shall schedule all deliveries, construction and installation works during normal hours of the U.S. Embassy which are defined as 7:30am to 5:00pm Monday to Friday, excluding local and bank holidays, unless approved in advance by the Contracting Officer's Representative (COR).

### ACCESS TO GOVERNMENT BUILDINGS AND STANDARDS OF CONDUCT

**General:** The Contractor shall designate a representative who shall supervise the Contractor's workers and be the Contractor's liaison with the American Embassy. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purposes. Contractor employees shall have access to the GSO compound only with specific permission by either the Contracting Officer or the COR.

**Personnel security:** The Government reserves the right to deny access to the GSO compound to any individual. The Contractor shall provide the names, biographic data and police clearance on all Contractor personnel who shall be used on this contract prior to their utilization.

## WORK REQUIREMENTS

The work requirements include, but are not limited to, the tasks required to fulfill the objectives of this project. All deviation from the criteria contained herein must be approved by the Contracting Officers Representative COR before proceeding.

- 1) ***Provide and install new fuel monitoring system software***
  - a. Management of 1000 vehicles minimum
  - b. English language used
  - c. Different level of users
  - d. Should be installed on stand-alone computers
  
  - e. Should be able to manage all services related to fuel dispensing.
  
- 2) ***Provide and install new fuel monitoring system equipment***
  - a. Remove the old fuel equipment
  - b. Install and connect to existing fuel dispensers at NEC and GSO compound
  - c. Setup parameters
  - d. Check and test the data transmission cable
  - e. Check and test the remote control from the stand-alone computer
  - f. provide and install new data transmission cables
  - g. Check and test all new transmission cables
  
- 3) ***Provide and install ticketing printer***
  - a. Setup the ticketing printer parameters
  - b. provide and install ticketing papers
  
- 4) ***Provide and setup personnel identified key***
  - a. Identify each user by name
  - b. Create alphanumeric code for each user
  
- 5) ***Provide and setup Vehicles identified key***
  - a. Identify each vehicle by template number
  - b. Install identification key for each vehicle

- 6) ***Provide and install transmitters***
- a. Install transmitters on fuel delivery counters
  - b. Test the integrity of transmitters' data
  - c. Setup parameters

Vendor requirements

- 1) A minimum of five years' experience in fuel management system, fuel dispensing system and information technology with qualified personnel and tools.
- 2) Conduct an on-site assessment prior to submitting bid proposal.
- 3) Submit a bid proposal with required documents by date specified by the Contracting officer.

Other requirements

- 1) Technical proposal including:
  - a) Statement of bidder's understanding and capability to perform the project.
  - b) Description of work to be conducted and detailed BOQ containing specifics on types of materials to be used.
  - c) Detailed drawings including construction drawings if necessary.
  - d) Detailed timeline for completion of the project.
- 2) Cost proposal including:
  - a) Detailed cost proposal for each of the above projects.
  - b) Bill of quantities that includes unit and total cost by item.

**END OF SCOPE OF WORK**