

U.S. CONSULATE GENERAL  
**Regional Procurement Support Office**  
Giessenerstrasse 30  
60435 Frankfurt am Main  
Germany

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**E-mail: [CatsamakiJ@state.gov](mailto:CatsamakiJ@state.gov)**

November 5, 2019

**PRE-SOLICITATION NOTICE**

**Solicitation No.: 19GE520R0005**

The U.S. Consulate General, Frankfurt provides the following Pre-Solicitation Notice regarding the issuance of a Request for Proposal (RFP) for:

**NAVSUP INTERIOR OFFICE FIT-OUT OF TWO (2) EXISTING OFFICE SUITES AT  
BURJUMAN OFFICE CENTRE, BUR DUBAI, U.S. CONSULATE DUBAI, UAE**

The Regional Procurement Support Office in Frankfurt, Germany, intends to issue a Firm Fixed-Price Construction Type Contract during the second quarter of fiscal year 2020.

The successful offeror shall provide complete demolition, construction services, contract coordination, and supervision, including but not limited to the management and construction necessary to meet the requirements of this contract within the established timeframe.

The successful offeror shall perform all required works and construction services including furnishing all labor, material, equipment and services required for the interior office fit-out of two existing 818 square foot office suites located at the Burjuman Office Centre, Bur Dubai.

Pursuant to Subpart 36.204 of the Federal Acquisition Regulation (FAR), the estimated magnitude for the entire project is between **\$250,000.00 and \$500,000.00 U.S. Dollars** (Note: the prescribed FAR range determinations provide relatively wide ranges only, in order to give potential offerors a very general orientation as to the magnitude of the work. However, the specified range is not meant to give any indication as to the Independent Government Cost Estimate for this project, which could be at the lower or the upper end of the range indicated).

Qualified companies interested in the solicitation **shall express** their interest by written correspondence to the attention of Ms. Joanna Catsamaki at [CatsamakiJ@state.gov](mailto:CatsamakiJ@state.gov) , **no later than December 5, 2019** using the solicitation number **19GE5020R0005** in the subject line.

**DO NOT TELEPHONE.** All requests for a copy of the solicitation **MUST** include the following information: Name of Firm, Unique Entity Identifier (former DUNS number), Name, Telephone and Email Address of Point of Contact and Complete Physical and Mailing Address of Firm.

The solicitation package/documents **shall not be placed on FedBizOpps as the document contains SBU information. Only companies submitting a letter of interest shall receive a copy of the solicitation package/documents when available.**

The solicitation package will only be available in the English language. All requirements for translations will be at the expense of the Contractor. Additionally, you are **required** to complete and include in your expression of interest the below checklist. All requests for the solicitation document that are submitted without the checklist, or with an incomplete checklist, will be rejected.

Firms shall be knowledgeable in written and spoken English and possess **all appropriate permits and licenses to perform construction work in United Arab Emirates .**

A pre-proposal conference and site visit shall be tentatively scheduled on/or about mid December 2019, details of which will be provided to interested offerors.

**APPLICATION FOR SOLICITATION DOCUMENTATION CHECK LIST**  
**SOLICITATION NO. 19GE5020R0005**

**COMPANY NAME:** \_\_\_\_\_

In checking the boxes of this check listing, you are acknowledging that your company is able to reach compliance with the following highlighted requirements included in the solicitation.

In accordance with DOSAR 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999 it will be necessary for your organization to possess authorization to operate and do business in the country in which this contract will be performed. Contractors shall be required to provide:

- a. A thorough description as to what steps you have taken to investigate all requirements to obtain authorization to perform in the given country,
- b. Details of your findings and a description of what your organization will actually be required to undertake to obtain licensing, and
- c. Specific information concerning the period of time you anticipate it will take to obtain appropriate authorization.

You will be required to provide information that clearly shows you are able to work in the country of United Arab Emirates. Any entry or work visa issues requirements must be clearly discussed with a plan to mitigate any risk clearly identified.

Irrevocable Letters of Credit (ILOC): You shall show by way of a letter from a financial institution that your company will be provided with ILOCs totaling 40% of the value of the contract. The amounts being approved by your bank will need to be written into the documentary proof.

If you have a Unique Entity Identifier\* and have been SAM\*\* registered, please include below. Please note that the requirement to obtain a Unique Entity Identifier and for your company to be SAM registered, shall be a mandatory requirement **prior** contract award.

Unique Entity Identifier: \_\_\_\_\_ SAM Registered: ( ) Yes ( ) No

\* Unique Entity Identifier: [www.sam.gov](http://www.sam.gov)

\*\* System for Award Management: [www.sam.gov](http://www.sam.gov)

**The failure to provide the above documentation when submitting your proposal may result in your proposal being found technically unacceptable and removed from the competition without further discussions.**

Solicitation and award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

The Contract Specialist for the administration of this contract is Joanna Catsamaki, email [CatsamakiJ@state.gov](mailto:CatsamakiJ@state.gov) .