

Statement of Work (SOW)
For
Recycling Services
January 20, 2023

SCOPE OF WORK

1) PURPOSE

The U.S. Embassy in Maputo invites qualified suppliers to respond to our request proposals (RFP) for the provision of recycling services. Under this contract the contractor should collect and properly recycle as many of the following materials as possible: plastic (all types/as many types possible), cans (tin/aluminum), glass, paper, cardboard, batteries, oil, printer ink/toner, and electronics. The recycling services should be performed at the U.S. Embassy compound. The purpose of this RFP is to request a detailed business proposal from your organization regarding the range of recycling services your company can supply. The information will allow the U.S. Embassy in Maputo to complete an assessment to identify a single- or multi-vendor solution for the provision of recycling services. The U.S. Embassy in Maputo will analyze potential suppliers, of which a shortlist may or may not be invited to participate in a formal meeting to discuss commercial proposals.

2) BUSINESS REQUIREMENTS/ WORK REQUIREMENTS

This RFP is intended to review and evaluate the most appropriate solution for providing recycling services to the US Embassy in Maputo. The supplier must clearly demonstrate the ability to meet requirements and Embassy expectations consistently and reliably. The key objectives and parameters for proposals are the following:

- Proposals must be presented with clear language, well described, and shall include technical details.
- Proposals shall demonstrate the company's recycling steps including collection, processing, and reuse.
- Period of execution of work: one year (Notice to Proceed), with an option to extend additional years up to four additional optional years.
- Under this contract the contractor shall collect and properly recycle as many of the following materials as possible: plastic (all types/as many types possible), cans (tin/aluminum), glass, paper, cardboard, batteries, oil, printer ink/toner, and electronics.
- The Embassy will be responsible to separate the trash into different materials above mentioned.
- Collection will be twice a week (additional collection could be requested by Contracting Officer Representative).
- The Embassy has its own bins available at the collection site, however, the contractor shall be able supply additional bins according to the demand of the recycled waste for use at the collection site.
- The Contractor shall schedule all routine during normal building hours which are defined as 07:30 to 17:00 Monday through Friday, excluding local and U.S. holidays, unless approved in advance by the U.S. Embassy Contract Officer Representative.
- The Contractor shall provide monthly and annual weight (kg/pounds) reports on the number of recyclables collected for each material, as applicable.
- The Contractor shall be required to work under rigid safety measures.
- All refuse on the ground shall be picked up by the Contractor during collection of recycled waste. The Contractor shall be responsible for keeping the collection area free of refuse and debris.
- Contractor shall be required to remove recyclable waste and dispose of it properly in accordance with local laws and regulations.

- The Contractor shall affix signage on each bin to denote the type of waste or recyclables which they are designated to receive, as applicable.
- The Contractor shall maintain all bins in good working condition, properly cleaned, and ensure that they are free of unpleasant odors.
- The Contractor shall deep clean (interior and exterior) each bin once per month/as needed.

3) PRICES AND PERIOD OF PERFORMANCE

The Contractor shall perform recycling work, including furnishing all labor, material, equipment, and services, for the U.S. Embassy Maputo. The price listed below shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The Government will pay the Contractor the fixed price per month for standard services and a fixed rate for any services that have been satisfactorily performed and previously agreed.

After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from start date listed in Notice to Proceed unless the Contractor agrees to an earlier date) on which performance shall start.

Starting on date of award and continuing for a period of twelve months.

The performance period of this contract is from the start date in the Notice to Proceed and continuing for 12 months, The initial period of performance includes any transition period authorized under the contract.

i) VALUE ADDED TAX

Value Added Tax (VAT) is not included in the CLIN rates. Instead, it will be priced as a separate Line Item in the contract and on Invoices. Local law dictates the portion of the contract price that is subject to VAT; this percentage is multiplied only against that portion. It is reflected for each performance period.

ii) PRICES

Description	Un	UOM	Price per Month / Unit Price	Total
Collection of 240L Bins Twice per week	12	Month		
Collection of 1100L Bins Twice per week	12	Month		
Rental of additional 240L Bins	12	Month		
Rental of additional 1100L Bins	12	Month		
Supply of waste labels/stickers	1	Each		

4) SAFETY

1. In all cases, contractor operations and activities, shall be closely coordinated with the Embassy's Post Occupational Safety and Health Officer (POSHO) and/or his designee (Assistant POSHO) during both planning and implementation phases to ensure that required safety and health standards are included during planning and implemented as part of the project.
2. Notification. The Contracting Officer shall notify the Contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the Contractor or the Contractor's Representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.
3. Safety Plan. The Contractor shall develop and implement a Safety Plan. The plan shall be based on U.S. Codes, Regulations, OSHA, SHEM and OBO Guidelines and requirements. The plan will be reviewed and accepted by the Facility Manager, COR, and POSHO/APOSHO, identified on a cover sheet. The Safety Plan shall then be distributed as needed and used as part of the training for all Contractor personnel arriving at Post. A DRAFT Safety Plan is due to the CO ten (10) calendar days after Contract award and the final plan due sixty (5) calendar days after Contract Start, and shall be updated and approved by the CO, Facility Manager, COR, and POSHO/APOSHO every month. Safety issues and problems will then be reviewed in subsequent project meetings as they are identified during work site inspections and/or by the Contractor.
4. Acceptable Quality Level – Safety Plan. The Contractor shall submit through the Facility Manager and/or COR to the CO, the completed and approved Safety Plan on time, based on the U.S. Codes, Regulations, OBO Guidelines and SOW requirements.
5. The Contractor shall execute contract requirements continuously in accordance with their approved Safety Plan, including satisfactory completion of all work meeting all specified KPI/AQL requirements.

6. Contractor is responsible for affixing a visible sign informing staff of the mandatory use of PPE and to ensure that their staff obey to the requirements. No worker is allowed inside the premises without wearing the mandatory PPE.



5) INSPECTION AND ACCEPTANCE BY THE COR

The COR or COR's designee may reserve a right to inspect and test all the work under this contract at any time. If any of the work does not conform to the contract requirements and/or specifications, the Embassy may require the Contractor to perform the services again at no additional cost to the Embassy.

6) INSURANCE REQUIREMENTS

Personal Injury, Property Loss or Damage (Liability). The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and property damage or losses suffered due to negligence of the Contractor's personnel in the performance of this contract. The Contractor's assumption of absolute liability is independent of any insurance policies. Insurance. The Contractor, at its own expense, shall provide and maintain during the entire period of performance of this contract, whatever insurance is legally necessary.

7) PERMITS

The Contractor shall maintain in full force and effect all permits, licenses, and appointments required for the prosecution of work under this contract at no additional cost to the Government. The Contractor shall obtain these permits, licenses, and appointments in compliance with host country laws.

8) DELAYS

If the Contractor is delayed at any time during the progress of the work by any act or omission of COR or Project Manager, or any fire, severe weather, unusual act of God, "Excusable Delay Events" then the Contractor may be entitled to additional time to the schedule. If the Contractor experienced an Excusable Delay Event, the Contractor shall within two(2) days after such event shall give COR Notice of the Delay, and any impact by the delay upon the schedule. If the Contractor provides COR with the foregoing Notice, then the Contractor shall be entitled to a day for day extension to the schedule corresponding to the number of days of delay demonstrated by the Contractor to be directly caused by the Excusable Delay Event.

9) GUARANTEE

Unless otherwise stipulated herein, the Contractor shall guarantee the Contractor workmanship of the work completed under this contract for a one-year period from the date of the Government's acceptance of the work completion. During the guarantee period, the Contractor shall correct and/or repair, at no cost to the Government, any damages and/or deficiencies that may be attributed to the materials and workmanship provided by the Contractor under this contract. The Contractor shall provide all labor, materials, equipment, at

SOW – Recycling Services

their own expense, to perform the repair and/or correction. The repair and/or correction must be completed within 10 days from Notice of Damage(s).

10) QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP).

1. Plan. This plan is designed to provide an effective surveillance method to promote effective Contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to conduct quality assurance to ensure that contract standards are achieved.
2. Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.
3. Standard. The performance standard is that the Government receives no more than one (1) customer complaint. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.
4. Procedures. If any Government personnel observe unacceptable services, either incomplete work or required services not being performed they should immediately contact the COR.
5. The COR will complete appropriate documentation to record the complaint.
6. If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.
7. If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect if additional time is available. The COR shall determine how much time is reasonable.
8. The COR shall, as a minimum, orally notify the Contractor of any valid complaints.
9. If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor shall notify the COR. The COR will review the matter to determine the validity of the complaint.
10. The COR will consider complaints as resolved unless notified otherwise by the complainant.
11. Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

11) INVOICE

Invoice shall be submitted to the following address:

Financial Management Office
American Embassy Maputo
5467, Avenida da Marginal
Maputo, Mozambique
MaputoDBO@state.gov

All questions about the work should be directed to Maputo GSO Procurement
MaputoGSOProcurement@state.gov.