



## Embassy of the United States of America

15 Queen's Park West,  
Port of Spain  
15<sup>th</sup> October, 2021

### **RE: Supply of Electric or High-Performance Bicycle Equipment and Services for the Embassy of the United States of America Port of Spain, Trinidad and Tobago**

Dear Prospective Bidder:

The Embassy of the United States of America in Port of Spain invites you to submit a quotation for the supply of electric bicycle acquisition, maintenance and training services for the International Narcotics and Law Enforcement office (INL) in Port of Spain, Trinidad and Tobago. The items must be delivered within twelve weeks of the purchase order issue date.

If you are interested in quoting for these services, please email your offer to [BaptisteS@state.gov](mailto:BaptisteS@state.gov) or [RobertsKP@state.gov](mailto:RobertsKP@state.gov) by close of business November 5, 2021. If you have any questions regarding the scope of work, please email [BoochoonAS@state.gov](mailto:BoochoonAS@state.gov) by close of business October 29, 2021. The Government reserves the right to modify, postpone, or cancel this project prior to award.

No proposals will be accepted after this time and date.

Instructions to Offers:

For your proposal to be considered, you must complete and submit the following:

1. Quotation for products listed in the "Items and Quantities" section.

#### **Evaluation Criteria:**

Award will be made to the lowest priced, technically acceptable, responsible bidder. Bidders are required to submit proof they are an authorized reseller of the product

The Government reserves the right to reject proposals that are unreasonably low or high in price.

The lowest price will be determined by multiplying the offered quantities times the unit prices in "Quantity" and "Unit Price," respectively, and summing each line in the "Amount", in the submitted quotation.

The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- Adequate financial resources or the ability to obtain them;

- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Best regards,

GSO Procurement Agent

### Statement of Work:

Supply the commodities and services listed below:

<b>Electric or High-Performance Mountain bicycle suitable for police work</b>			
<b>Extended Product Description</b>	<b>Quantity</b>	<b>Price/ USD\$</b>	<b>Total/ USD\$</b>
<b>GPS Rear Light Tracker:</b> Included <b>Rack Bag:</b> Included	12		
<b>Three (3) year extended warranty and maintenance</b>			
<b>Bi-annual(300-1000 miles) maintenance package includes:</b> Inspecting tires, derailleur/ brake cables, stem bolt, headset for corrosion, wheel hubs, axel nuts, battery, and all wiring connections Replacing tires as needed, clean and lubricate chain, verify proper torque value and pre-load values  <b>Annual (1000+ miles) maintenance package includes:</b> Replacing tires, tubes, chains, cable and housing, brake pads, derailleur cable and housing Inspecting and replacing headset, wiring harnesses and battery for damage or corrosion Service wheel hubs Cleaning frame and inspecting for cracks or damage	1		
<b>End-user training program</b>			
The end-user training course shall provide two (2) day, 10 contact hours, one instructor, in-country course, to a maximum of 14 participants on the skills needed to operate, perform on the units. The Contractor must provide current team instructors with the knowledge, skills, and abilities to problem solve and adjust training principles for the effective use of the e-bikes. The course must be hands-on, engaging all participants. The course must show how to exercise daily pre and post e-bike use, protocols and must demonstrate the following :  Maintaining and protecting the equipment. Charging protocol (if applicable) Agility training and demonstrations on the terrain Documentation and record-keeping Rider troubleshooting likely adjustments needed on the go	1		

<p>Environmental considerations to maximize product life  Acceleration, braking and corrective measures  Recommended tire pressures and saddle height adjustment  Training regimens</p> <p>The Contractor shall issue a certificate of participation to all participants that have attended all ten hours of training, corroborated by the signed attendance sheet.</p> <p>The Contractor shall submit a copy of the signed attendance sheet within five (5) working days of its conclusion.</p> <p>The Contractor shall submit an After-Action Report for each training course that summarizes activities and accomplishments, within 10 working days of its conclusion</p>			
<b>Shipping and Handling to Trinidad and Tobago</b>			
<b>Value Added Tax (if applicable)</b>			
<b>Total</b>			