

CONTRACTING WITH THE U.S. EMBASSY IN GEORGETOWN



WHAT WE CONTRACT FOR

- Gardening & Landscaping
- Small Construction Projects
- Painting
- Cleaning
- Professional services (legal advice, training)
- Garbage Services

AMOUNT OF CONTRACTS

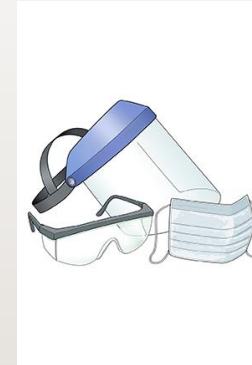
- The amount varies between \$2000 and \$250,000 USD.

COVID-19 PROTOCOL

- The U.S. Embassy follows COVID-19 protocols from the White House.
- Facemasks are required at all times.
- Th Embassy provides hand sanitizer and handwashing sinks.

PERSONAL PROTECTIVE EQUIPMENT

- At a minimum, safety boots and helmets are required for all employees on site.
- Hand, Face, safety harness, reflective vests and body PPE are required depending on the job.
- Tools should have guards on e.g. power saws and angle grinders.



ACCESS TO THE WORK SITE

- Contractors must provide a complete listing of their employees that will be on the job. This should be provided at least 1-2 weeks in advance of the project start date for security clearance purposes. This will make replacing workers easy and less time consuming.
- Contractors must be cleared by the Regional Security Officer (RSO) in advance of entering the work site.
- Contractors must show a valid picture id in order to enter the work site. E.g. National Identification Card, Plastic Driver's License or Passport.
- Contractors must be escorted by Embassy staff at all times.

SAMS & DUNS REGISTRATION

- Contractors must be registered in the SAMS and DUNS system in the United States in order to bid on Embassy contracts. This registration is free of cost.
- The Embassy will provide instructions on how to register.

DEFENSE BASE ACT INSURANCE (DBA)

- U.S. procurement rules require that contractors doing work abroad obtain DBA insurance.
- The Embassy will provide a list of insurers and possibly make recommendations.
- The winning contractor will be required to purchase this insurance before the project starts and the Embassy will reimburse contractors for the cost of DBA insurance upon the submission of an invoice and within our one month prompt payment act stipulation.

NDAA COMPLIANCE

- The National Defense Authorization Act (NDAA) requires that vendors doing business with the U.S. Embassy certify that they do not use certain Chinese telecom equipment namely: Huawei, ZTE, Hikvision, Dahua and Hytera or any of their affiliates or their subsidiaries.
- The Embassy is unable to do business with any vendors who declines to fill out and sign the NDAA compliance form due to this mandate.

PAYMENT

- The U.S. Embassy does not provide advance of payment
- Rather, the Embassy pays after completion of work or after an agreed upon amount based on substantial completion of a task.
- Contractors therefore need to have sufficient funding to cover their costs in the interim.
- A bank guarantee letter is required to show that you have or can access funds to perform the contract throughout its lifecycle.

WHERE TO FIND CONTRACT SOLICITATIONS

- We advertise our contract solicitations on:
 - Our website <https://gy.usembassy.gov/>
 - Our Facebook Page <https://www.facebook.com/USEmbassyGeorgetown/>

CONTACT US

- Marisa Mac Isaac, General Services Officer/Contracting Officer
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