Subject: Blanket Purchase Agreement for Pest Control Services to the Embassy of the United States of America in Riyadh, Saudi Arabia

The Embassy of the United States of America would like to invite your company to submit the information for termite and pest control services in the Embassy Building, GSO Annex (warehouse) and USG owned and leased residences either by using heat treatment (a chemical-free method in which large room gets heated to kill the pests) or approved pest control chemicals listed in Exhibit 2 (List of Department-Authorized EPA Registered Professional-Use Pesticides for common Pests).

The Embassy will establish a Blanket Purchase Agreement (BPA) for three (3) years. Here you are requested to submit the information (please review full scope of services in Attachment-1).

Information Submission: The information /offer must be submitted in a sealed envelope marked “Termite and Pest Control Services” to the Contracting Officer, American Embassy, Riyadh, Saudi Arabia, on or before COB 17:00 Hrs. Sunday February 11, 2018. No information will be accepted after this time.

Technical Capability: The information shall meet all of the requirements contained herein. The offerors shall provide with their information package, at a minimum, in written English the following information.

- Evidence that the offeror operates an established business with a permanent physical address (such as a store front) and telephone listing and is registered to conduct business in Kingdom of Saudi Arabia.
- Experience in relevant business along with any relevant certification and licenses.

Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirement of FAR subpart 9.1 including:

- 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.
**Other requirements:**

- An information /offer MUST be dated, signed, and good for 30 calendar days after submittal.
- Offeror must be registered in the System for Award Management (SAM) database before an award can be made to them (if the project price exceeds $20,000). If the offeror is not registered in the SAM, it may do so through the SAM website at [https://www.sam.gov/portal/public/SAM/](https://www.sam.gov/portal/public/SAM/) (also see attached quick start guide for new foreign registration)
- All information and other correspondence must be in English language.

**Competition**: BPA Agreement 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.

**Agreement Type**: The agreement shall be a BPA and will be awarded to reasonably priced technically acceptable offerors, in the U.S Government’s discretion.

The Contracting Officer reserves the right to reject any and all offers and to waive any information or minor irregularities in offers received.

**Attachments:**

Attachment – 1: Scope of Services
Attachment – 2: Exhibit-2 (List of EPA Registered Professional-Use Pesticides for Common Pests)
Attachment – 3: Exhibit-5 (Sample Cost Proposal)
Attachment – 4: BPA Clauses
Attachment – 5: BPA Setup Example
Attachment – 6: BPA Call Example
Attachment – 7: Quick Start Guide for SAM Registration
SCOPE OF WORK FOR PEST CONTROL SERVICES
(Blanket Purchase Agreement)

1. **SCOPE OF SERVICES**

   The Contractor shall provide personnel, supplies and equipment for pest control services at U.S Embassy Building, GSO Annex (Warehouse) and U.S owned and leased residences in Riyadh, Saudi Arabia.

2. **TYPE OF AGREEMENT**

   The agreement shall be a Blanket Purchase Agreement (BPA) valid for three (3) years with the maximum spending limit of $150,000. The fixed hourly rates shall include wages, overhead, general and administrative expenses, materials (including cost of Workers’ Compensation and War-Hazard Insurance, which shall not be a direct reimbursement). Taxes shall be indicated separately on all taxable line items. The actual amount of work to be performed, the time of such performance, and the location of the property (ies) shall be authorized by BPA Calls issued by the Contracting Officer.

3. **PRICES/COSTS**

   The Government shall use the labor categories and fixed hourly rates per labor category for establishing a BPA Call. Each BPA Call shall be negotiated individually by determining, before work starts, the labor categories and number of hours required, and by multiplying the hourly rates by the number of hours. The Government will make payment in local currency.

3.1. **VALUE ADDED TAX**

   The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item.
4. **INTRODUCTION**

This agreement is part of a comprehensive Integrated Pest Management (IPM) program for U.S. Embassy in Riyadh. IPM is a planned program for long-term pest suppression. The IPM program is based on the implementation of three critical elements:

1. Habitat modification to reduce pest prevalence;
2. Self-help measures; and,
3. Use of professional-use pesticides.

This agreement is for recurring entomological and pest control services at U.S. Embassy owned and leased buildings. The Contracting Officer shall issue BPA Calls identifying the buildings and/or sites requiring pest control. The work shall be accomplished in a manner which conforms to the intent of all applicable Department of State (DOS) safety, health, and environmental policies, standards and regulations. The Contractor shall recognize and take all precautions against the documented dangers of pesticide application. The Contractor shall perform the work in a manner effective for controlling pests, causes no contamination to other parts of the property and environs. The Contractor shall not endanger any of the property occupants or workers; and shall leave the areas safe for re-occupancy.

5. **GENERAL SCOPE OF WORK**

The Contractor shall adequately suppress indoor populations of rats, mice, cockroaches, ants, flies, stinging insects, moths, mosquitoes, or any other arthropod pests not specifically excluded from the agreement either by using heat treatment (a chemical-free method in which large room gets heated to kill the pests that may have contaminated furniture or equipment) or approved pest control chemicals listed in Exhibit 2 (List of Department-Authorized EPA Registered Professional-Use Pesticides for common Pests). Populations of these pests that are located outside of the specified buildings, but within the property boundaries of the buildings shall be included. Services shall also include control of insects and fungi, which can cause damage to outdoor ornamentals, plants, and turf.

The agreement shall also include indoor and outdoor populations of subterranean termites, non-subterranean termites, wood-boring beetles, fungi, and other wood-destroying organisms, which destroy and weaken structural components of Government buildings. The Contractor shall control these pest categories inside of buildings where they appear on an incidental or infrequent basis.

Structural modifications for pest control, including the application of caulk and other sealing materials are encouraged. Individual BPA Calls may include requirements for their use.
6. **DEFINITIONS AND REGULATIONS**

6.1. **DEFINITIONS**

The following terms as used in this agreement are hereby defined as follows:

**Aerosol:** A system consisting of solid or liquid particles suspended in air.

**Clean or Decontaminate:** To remove thoroughly pesticide residue from surfaces. To accomplish this, refer to the pesticide manufacturer's recommendations for cleaning and decontamination.

**Contractor:** The Pest Control Contractor

**BPA:** Blanket Purchase Agreement

**BPA Call:** Each individual order under a BPA Agreement

**BPA Caller:** A person authorized to initiate BPA Calls/Orders

**DAPU:** Department-authorized professional-use pesticides that are listed on Table 2 of the Department’s Integrated Pest Management Program document or others that have been authorized (by A/FBO/OPS/SAF SHEM) for a specific application. These pesticides are also listed in Exhibit 2.

**DOS:** Department of State

**Emulsifiable Concentrates:** Emulsifiable concentrates permit chemicals which do not dissolve in water, to be suspended in water with water as the extending or diluting material. This is accomplished by dissolving the toxicant in its usual solvent and adding an emulsifying agent to make it possible for small droplets of the solvent, carrying the toxicant to remain dispersed, throughout the water. The emulsion contains water, solvent, pesticide, and emulsifier.

**EPA:** The U.S. Environmental Protection Agency.

**Fumigation:** The act of introducing a toxic chemical in an enclosed area in such a manner that it disperses quickly and acts on the target organism in the gaseous or vapor state.

**Integrated Pest Management (IPM) Program:** IPM is a written, planned program for long-term pest control that employs habitat modification to reduce the prevalence of pests, self-help measures such as traps and consumer pesticides, and, as a last resort, professionally applied Department-authorized pesticides (DAPUs).

**Label/Labeling:** All printed material included with a pesticide product that describes how the pesticide may be used and provides directions and precautions. This material may include
multiple pages of information in the form of a separate booklet enclosed with the pesticide. All of this information comprises the labeling which users must legally follow.

**Monitoring:** The process of visually inspecting a specific application of pesticide(s) to determine the proper use and adherence to the labeled instructions as well as general safety precautions.

**MSDS:** Material safety data sheet that lists hazardous ingredients in a chemical product, such as a pesticide, and provides guidance on safety precautions.

**Pest Control Activities:** All activities from initiation of work area preparation through successful treatment of the target pest identified within the Initial Inspection Report.

**Pest Control Plan (PCP):** The Contractor shall develop a written Pest Control Plan after the initial site inspection and submit such plan to the BPA Caller for approval. This Plan shall propose measure to reduce the existing pest population and prevent future infestations.

**Pest Control Technicians:** Throughout the agreement's performance, all personnel providing on-site pest control services must meet the requirements of the host country for training, registration, or certification.

**POSHO:** Post Occupational Safety and Health Officer.

**Supervisor:** An on-site Supervisor and an alternate shall have the Contractor's authority to act on matters pertaining to the performance of services required under this agreement. This individual shall ensure safety and carry out coordination and continuity of the program routine. The on-site Supervisor and alternate shall both have a working knowledge of this agreement; the PCP; and Service Schedule for each of the properties. Additionally, the on-site Supervisor and alternate must both be certified as required by the laws and regulations of the host country.

**Work Area:** The area where a pesticide is being applied. This includes any areas adjacent to which building occupants could be exposed to the pesticide(s) being applied.

### 6.2. DOS POLICIES, REGULATIONS, AND STANDARDS

The Department of State Safety, Health, and Environmental Management Resource Guide is incorporated by reference and made part of the specifications.

Requirements include adherence to work practices and procedures stated in applicable codes and regulations. Requirements include obtaining permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with codes and regulations.

The Department of State (DOS) and other U.S. Government policies, regulations, and standards listed elsewhere in this agreement by reference are made a part of this BPA Agreement.
Contractor Responsibility: The Contractor shall assume full responsibility and liability for the compliance with all applicable DOS policies, regulations, and standards in their most current form. The Contractor shall hold the U.S. Government and its representatives harmless for failure to comply with any applicable work, hauling, disposal, safety, health or other regulations on the part of the Contractor, their employees, or subcontractors.

7. SPECIFIC TASKS

7.1. TASK 1 - INITIAL INSPECTION

The Contractor shall conduct a thorough, initial inspection of the property or site as specified in the Request for Quotation (RFQ) or Request for Proposal (RFP). The purpose of the initial inspection is for the Contractor to:

- Verify site conditions;
- Identify the insect or organism to be controlled;
- Identify problem areas;
- Identify any equipment, structural features, or management practices that are contributing to pest infestations; and;
- Develop a Pest Control Plan.

The Contractor shall coordinate access to building space with the BPA Caller. The BPA Caller will inform the Contractor of any restrictions or areas requiring special scheduling.

7.2. TASK 2 - DEVELOP A PEST CONTROL PLAN

Before starting performance, the Contractor shall submit to the BPA Caller a Pest Control Plan for each property or site identified in the BPA Call following the initial inspection. Upon receipt of the Pest Control Plan, the BPA Caller will render a decision regarding its acceptability in their first opportunity. The Contractor shall be on site to initiate services after coordinating with BPA Caller following notice of approval and receipt of BPA Call/Order. If aspects of the Pest Control Plan are incomplete or disapproved, the Contractor shall have to submit revisions.

The Pest Control Plan shall consist of the following parts:

1. Proposed methods for control, including name of any pesticide(s) to be used, specimen labels and Material Safety Data Sheets (MSDS sheets) for all pesticides proposed to be used. The Contractor shall include a list of brand names of rodent bait boxes and any other control devices or equipment.
2. Methods to be used to ensure the safety of building occupants and visitors to the site.
3. A description of the pest problem and any structural or operational changes that would facilitate the pest control effort.
4. A list identifying the on-site person(s) who will be performing the pest control work. All pertinent information regarding their qualifications, experience, and training must also be provided.
5. A copy of any local license, if applicable, for every Contractor's representative who will be performing on-site service under this agreement.

6. A proposal for the work identified in the RFQ or RFP. The proposal shall include types and quantities of labor at the fixed hourly rates.

It shall be the Contractor's responsibility to carry out work according to the approved Pest Control Plan for each property or site. The Contractor shall obtain the concurrence of the BPA Caller prior to implementing any changes to the approved Pest Control Plan, including additions or replacements to the pesticide list and to on-site service personnel.

NOTE: All pesticides used by the Contractor must be authorized by the Department. Department-authorized professional-use pesticides (DAPU) are found in Exhibit 2. (See Exhibit 2, Department-Authorized EPA-Registered Professional-Use Pesticides for Common Pests). Use of non-chemical pesticides is encouraged.

7.3. **TASK 3 - APPLY PESTICIDE**

General

The Contractor shall not apply any pesticide product unless it is included in the Pest Control Plan and approved in writing by the Contracting Officer. As a general rule, the Contractor shall not apply pesticides in any area unless the Contractor's inspections indicate the presence of pests in that specific area, inside or outside the premises - in any room, closet, hallway, stairwell, court, driveway, planting bed, and similar locations.

The Contractor shall deliver all materials and supplies to the site in the original unopened containers bearing the name of the manufacturer and details for proper mixing, application, storage and disposal.

The Contractor shall apprise all workers, supervisory personnel, and any other contractors who will be at the work site of the seriousness of the hazard and of proper work procedures, which must be followed.

The Contractor shall coordinate any and all pesticide use and activities with the BPA Caller before actual application, the BPA Caller will receive the approval of the POSHO before instructing the Contractor to begin application. The BPA Caller shall obtain copies of the Material Safety Data Sheets and pesticide labeling and provide them to the Contractor for the pesticides being used so that protective measures and/or spills may be properly addressed.

The BPA Caller shall provide the Contractor with the following:

- Access to all identified areas for pest control, and
- Water and electricity from outside of the work area. The Contractor shall be responsible for the tie-ins to these services.

- A designated space for the Contractor to park vehicles necessary to perform the work, if required.

- The name and phone number of at least one building authority that can be contacted during business hours or after-hours, if other than the BPA Caller.

**Insect Control**

**Pesticide Products and Use:** When a professional pesticide must be used for adequate control, the Contractor shall apply an appropriate Department-authorized professional-use pesticide and comply with all instructions and precautions noted on the specimen label as well as Department specifications, which are a subset of the labeling.

The Contractor shall apply pesticides according to the label and Department specifications (refer to the Department’s Integrated Pest Management Program document). All pesticides used by the Contractor must be registered and authorized by the Department. The contractor’s transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions; all applicable U.S. Federal laws and regulations; and any applicable international or host country laws and regulations.

The Contractor shall minimize the use of liquid pesticide applications wherever possible. For example, as a general rule, the contractor shall apply pesticide formulations only as spot and/or crack, and crevice treatments with application devices specifically designed or modified for this purpose.

- "Crack and crevice treatment" is defined as an application in which the stream of pesticide is never visible. Small amounts of insecticides are applied into cracks and crevices in which insects hide or through which they may enter buildings. Such openings commonly occur at expansion joints, between different elements of construction, and between equipment and floors. These openings may lead to voids such as hollow walls, equipment legs and bases, conduits, motor housings, junction or switch boxes.

- “Spot applications” are limited to areas in which insects are likely to occur, but which will not be in contact with food or utensils and will not ordinarily be contacted by workers. These areas may occur on floors, walls, and bases or undersides of equipment. For this purpose, a “spot” will not exceed 3 square feet.

The Contractor shall restrict application of pesticide liquid, aerosol, or dust to exposed surfaces, and pesticide space sprays (including fogs, mists, and ultra-low volume applications), to unique situations where no alternative measures are practical. Special authorization will be required from the Contracting Officer.
If the proposed pesticide is not already authorized in the Department’s Integrated Pest Management Program document, the Contractor must submit a written request for authorization to the Contracting Officer before applying the pesticide. The Contracting Officer shall render a decision regarding the treatment before its application. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application. Other than spot or crack and crevice treatments, the Contractor shall make no applications of professional-use pesticides while tenant occupants are present.

**Rodent Control**

**Pesticide Products and Use:** Mechanical or sticky traps are the preferred method of rodent population reduction. In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside and/or outside occupied buildings, the Contractor shall inform the BPA Caller prior to making any interior rodenticide treatment.

All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes.

The Contractor shall:

1. Place all bait boxes shall out of the general view, in locations where they will not be disturbed by routine operations.
2. Securely lock or fasten shut the lids of all bait boxes.
3. Securely attach or anchor to the floor all bait to the floor, ground, wall, or other surface, so that the box cannot be picked up or moved.
4. Place bait in the baffle-protected feeding chamber of the box and never in the runway of the box.
5. Label all bait boxes with the Contractor's business name and address, and dated at the time of installation and each servicing.

As a general rule, rodenticide application outside buildings shall target the direct treatment of rodent burrows wherever feasible. The Contractor shall be responsible for notifying the BPA Caller about the location of all rodent burrows on the premises that must be filled. The Contractor shall also be responsible for removing rodent carcasses.

The Contractor shall not store any pesticide product or container on Government property.
7.4. **TASK 4 - INSPECTION AND ACCEPTANCE**

After the Contractor notifies the BPA Caller that the service has been provided, the BPA Caller shall visually inspect the work area/treated area. If the work is not satisfactory, the BPA Caller shall advise the Contractor verbally or in writing. The BPA Caller shall repeat the inspection when assured that the work has been completed. The BPA Caller shall periodically conduct an unannounced site visit to observe and ensure that the Contractor is implementing all requirements specified in the Pest Control Plan.

When the work has been satisfactorily completed, the BPA Caller shall certify acceptance on the DS-127, Receiving and Inspection Report.

7.5. **TASK 5 - CLEAN-UP OF AREA**

Upon final acceptance by the BPA Caller, the Contractor shall remove temporary protective measures, tarps placed up for fumigation, and facilities installed for work by the Contractor. The contractor shall remove any warning placards.

The Contractor shall remove all tools, equipment and supplies from the work area. The contractor shall not leave behind pesticides, empty pesticide containers or equipment used for pesticide application in the work area.

The work area shall be free of dirt and/or debris when the project is complete. The contractor shall patch and cover all holes drilled by the Contractor with standard construction materials.

The Contractor shall comply with the Department of State's cleaning and safety regulations. The Contractor shall not:

- Burn waste materials.
- Bury debris or excess materials.
- Allow volatile, harmful or dangerous materials to enter the drainage system.

7.6. **OTHER REQUIREMENTS**

**Manner and Time to Conduct Service**

The Contractor shall perform routine pest control services that do not adversely affect tenant health or productivity during the regular hours of operation in buildings. When it is necessary to perform work outside of the regularly scheduled hours set forth in the Pest Control Plan, the Contractor shall notify the BPA Caller at least one day in advance.
Safety Precautions

The Contractor shall observe all safety precautions throughout the performance of this contract and be prepared to clean up any pesticide spills. The Contractor shall provide for proper protection of applicators in accordance with label instructions and local country safety and health requirements. Certain areas within some buildings may require special instructions for persons entering the building. The BPA Caller will explain any restrictions associated with these special areas. The Contractor shall adhere to these restrictions and incorporate them into the Pest Control Plan for the specific building or site.

The Contractor shall take appropriate continuous measures as necessary to protect all building occupants from the hazard of exposure to pesticides. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the Government harmless for any action on its part or that of its employees or subcontractors that result in illness or death.

Contractor Personnel

All Contractor personnel providing on-site pest control service must meet local requirements in the host country where service is actually performed, for training, registration, or certification as may be required by the local laws of the host country. Unqualified individuals shall not be permitted to provide service under the terms of this agreement. In addition, all applicators must review, understand and abide by the pesticide labeling instructions and Department-authorized uses, which are a subset of the labeling instructions.

The BPA Caller may request removal of any Contractor personnel from the work site for cause, such as inappropriate behavior, unfit persons not skilled in the work, or lack of appropriate equipment or materials. The Government shall not be responsible for the cost of returning or replacing this person at the work site.

Contractor Use of Premises

The Contractor shall confine operations to the areas specified in this agreement. The contractor shall not disturb portions of the site beyond areas in which work is indicated.

The Contractor shall conform to the Post's security rules and regulations affecting the work while engaged in pesticide application or regarding personal behavior.

The Contractor shall keep existing driveways and entrances serving the premises clear and available to Post personnel and the public at all times.

The Contractor shall not unreasonably encumber the site with materials or equipment.

The Contractor shall take all necessary precautions to protect the building or site and its occupants during the application of pesticides. The BPA Caller shall provide the occupant(s) of
the property (ies) to be treated with a notice of pesticide precautions focusing on whether premises should be vacated and the applicable re-entry requirements.

**Owner Occupancy**

The Government shall occupy the portions of the buildings not affected by the pest control operations during the period of application. The Contractor shall cooperate fully with the BPA Caller to minimize conflicts and to facilitate occupant's usage. The Contractor shall perform the work so as to interfere with Post operations as little as possible.

**Reporting Accidents**

The Contractor shall prepare and submit to the BPA Caller and the POSHO reports of significant accidents on site. The Contractor shall record and document data and actions taken in accordance with industry standards. For this purpose, a significant accident is defined to include events where personal injury is sustained, property loss is sustained, or where the event posed a significant threat of loss of property or personal injury.
Unusual Conditions

When an unusual condition of the property or site is discovered during work (e.g., pesticide leaks on the interior of foundations, or any pesticide application which may contaminate a building or overexpose an occupant), the Contractor shall stop work immediately and advise the BPA Caller. The Contractor shall follow with a special report, if deemed necessary by the Contracting Officer.

Emergencies

The Contractor shall discuss emergency service issues with the BPA Caller or other Post personnel to reach a common understanding as to fire, ambulance, or other agencies that service the abatement work site in case of an emergency. The Contractor shall post in the work area the telephone numbers and locations of emergency services including, but not limited to, fire, ambulance, doctor, and hospital.

Any Contractor personnel at the work site shall notify emergency service agencies if necessary.
BPA ADMINISTRATION DATA

8. **BPA Caller**

8.1. **BPA Caller**

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this agreement. Each designee shall be identified as a BPA Caller.

(b) The BPA Callers for this agreement shall be specified on BPA Agreement document.

8.2. **DUTIES**

The BPA Caller is responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the agreement. The BPA Caller may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the BPA Agreement.

9. **SUBMISSION OF INVOICES**

The Contractor shall submit original invoices to the Financial Management Centre at the following address:

Financial Management Center  
American Embassy, Diplomatic Quarters  
Riyadh, Saudi Arabia  
Tel. 011- 488-3800

OR

Scanned copies of original invoices can be submitted to the following email address:  
RiyadhDBO@state.gov

10. **RECORDKEEPING REQUIREMENTS**

The Contractor and the BPA Caller shall both maintain a complete and accurate pest management file. The file shall contain as a minimum, the following items:

- A copy of the PCP for each property, including all of the attachments (i.e., labels, Material Safety Data Sheets, and local license).
- The Government's copies of all BPA Calls issued under this agreement, and all inspection reports completed by the BPA Caller (DS-127). The Government will supply these forms to advise the Contractor of service requests and to document the performance of all work.

- Contractor's Service Report forms, documenting arrival and departure time of the Contractor's representative performing the service, and all information on pesticide application required by statute. These report forms may incorporate all of the pest surveillance data.

- Documentation of any complaints from Post personnel or unusual incidents which may have taken place during the visit to the site or pesticide application.

11. **VALUE ADDED TAX (VAT):**

The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item.
SPECIAL BPA REQUIREMENTS

12. **ISSUANCE OF BPA CALLS**

   (a) The Government shall authorize work only through the issuance of BPA Calls executed by the Contracting Officer. The Government shall establish BPA Calls on a firm fixed-price basis and shall be modified solely by a written modification executed by the Contracting Officer.

   (b) The contractor shall perform only those services specifically authorized in the individual BPA Calls issued under this BPA agreement. The Contractor shall complete all work and services under this agreement within the period of performance specified in the BPA Agreement.

13. **GOVERNMENT FURNISHED PROPERTY**

   (a) The Government will not make available to the Contractor any Government-furnished property except as stated in an individual BPA Calls.

   (b) The Contractor shall provide all materials, supplies and equipment and shall remain the property of the Contractor. The Contractor shall remain fully responsible for the removal as well as the packing and crating of any remaining materials, supplies or equipment from the post at the conclusion of the service.

14. **CERTIFICATE OF INSURANCE**

   The Contractor shall furnish to the Contracting Officer a current certificate of insurance as evidence of the insurance required. In addition, the Contractor shall furnish evidence of a commitment by the insurance carrier to notify the Contracting Officer in writing of any material change, expiration or cancellation of any of the insurance policies required not less than thirty (30) days before such change, expiration or cancellation is effective. When coverage is provided by self-insurer, the Contractor shall not change or decrease the coverage without the Contracting Officer's approval.
The pesticides listed below have been pre-authorized for use at overseas posts for the most common pests. Posts are limited to using these professional-use pesticides, local equivalents, or pesticides reviewed and authorized by OBO/OPS/SHEM. Garden pesticides do not require authorization; instead, use the least toxic effective pesticide and follow all procedures and protective measures on the pesticide label. In accordance with integrated pest management, be sure to thoroughly assess any pest problem and ensure that pesticide use is appropriate. Non-chemical measures may be equally or more effective. The conditions that invited the pest must be identified and controlled in order to achieve long-term control. Department-authorized pesticides are periodically changed. Consult the SHEM website (http://obo.m.state.sbu/ops/shem/Pages/IPMProgram.aspx).

<table>
<thead>
<tr>
<th>TARGET PEST(S)</th>
<th>INDICATIONS</th>
<th>PESTICIDE</th>
<th>BRIEF USE INSTRUCTIONS</th>
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<tbody>
<tr>
<td>Ants – Use bait stations or bait gels indoors. Outdoors apply liquid applied directly on nests or around building exterior</td>
<td>Bait gel for indoor use If the bait preference of the ants, protein &amp; sweet bait can be purchased separately</td>
<td>Drax Gel Dual Syringe¹ (Waterbury Companies) Protein (PF) Sweet</td>
<td>Apply directly into cracks and crevices in dollops in aggregation areas.</td>
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<tr>
<td></td>
<td>Liquid applied directly on nests or around building exterior</td>
<td>Surrender (a.k.a. Demand) Pestab Lambda-cyhalothrin</td>
<td>Follow mixing and dilution rate instructions on label. Typical dilution is 1 tablet per gallon of water.</td>
</tr>
<tr>
<td>Cockroaches</td>
<td>Bait gel (indoor use) in cracks and crevices and dollops in areas of cockroach activity</td>
<td>Siege PBS (pressurized bait system w/ hydramethyln (American Cyanamid)</td>
<td>Apply directly into cracks and crevices in aggregation areas.</td>
</tr>
<tr>
<td></td>
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<td>Maxforce Roach Killer Bait Gel¹– w/ fipronil Syringe Injector needed (Bayer)</td>
<td></td>
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<tr>
<td>Cockroaches and some stored product pests</td>
<td>Insect growth regulator that prevents maturation. For faster results, often used in conjunction with other products. Stimulates cockroaches to feed on baits.</td>
<td>Gentrol Point Source – active ingredient is hydroprene (Zocon/Wellmark)</td>
<td>Press to activate. Place in areas of pest activity. Do not place in areas accessible to children. Use at least 1 per 75 square feet of area. Replace every 3 months.</td>
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<tr>
<td>Fleas</td>
<td>Aerosol, &quot;bomb&quot;, liquid sprays containing a pyrethrin/ pyrethroid and an insect growth regulator.</td>
<td>Various – label should indicate that product kills emerging fleas and is effective for several months.</td>
<td>Follow label instructions. Note that some “bomb” type products are potentially flammable – ignition sources must be extinguished prior to treatment.</td>
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</tbody>
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¹ Similar gel baits may also be acceptable (e.g., Goliath, Pre-Empt). Submit a label to OBO/OM/SHEM for authorization request.
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<tr>
<td>Indoor Crawling Insects&lt;br&gt;(e.g., roaches, ants, spiders, silverfish)&lt;br&gt;NOT fleas!</td>
<td>Liquid spray for or spot and crack and crevice application only (indoors) where pests congregate or have been seen. Outdoor surfaces such as porches, patios, garages. Consult labels for target pests.</td>
<td>Tempo SC Ultra - 24.3% cyfluthrin, liquid concentrate (Bayer Corp)</td>
<td>Mix in water for 0.05% finished concentration. For heavy infestations, mix 0.1% finished concentration.</td>
</tr>
<tr>
<td></td>
<td>Ready-to-use, weather/moisture resistant bait. Can be applied to exterior perimeter areas or indoors.</td>
<td>Surrender (a.k.a. Demand) Pestab Lambda-cyhalothrin</td>
<td>Follow mixing and dilution rate instructions on label. Typical dilution is 1 tablet per gallon of water.</td>
</tr>
<tr>
<td>Mosquitoes, outdoors</td>
<td>Outdoors as residual spray for on surfaces where adult mosquitoes congregate and for perimeter treatments.</td>
<td>Niban Fine Granular – 5% orthoboric acid (Nisus Corp)</td>
<td>Apply only in areas inaccessible to children &amp; pets. Apply liberally to cracks &amp; crevices. Avoid contamination of food.</td>
</tr>
<tr>
<td></td>
<td>Larvicide added to standing water in ponds, bird baths, tires, etc. for sustained release of larvicide for long-term control of mosquito larvae</td>
<td>Bactimos Briquets – 10% <em>Bacillus thuringiensis berliner var israelensis</em> (bti)</td>
<td>Briquets release bti for a period of 30 days or longer. More details on label for outdoor use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mosquito Bits (bti)</td>
<td>Add to standing water.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mosquito Dunks (bti)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Summit Chemical Co.)</td>
<td></td>
</tr>
<tr>
<td>Weeds, grasses and other plants</td>
<td>Non-selective herbicide. Kills all vegetation such as weeds, grasses, etc. Spray applied.</td>
<td>Roundup Pro - 41% glyphosate, water soluble liquid (Monsanto)</td>
<td>For both Roundup products (liquid and dry pack) mix with water in accordance with label instructions for selected vegetation to be controlled.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roundup Dry Pack - 0.96% glyphosate (Monsanto)</td>
<td></td>
</tr>
<tr>
<td>TARGET PEST(S)</td>
<td>INDICATIONS</td>
<td>PESTICIDE</td>
<td>BRIEF USE INSTRUCTIONS</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Weeds</td>
<td>Selective herbicide. Kills certain plants such as broadleaf weeds and brush while leaving desirable grasses.</td>
<td>2,4-D dichloro-phenoxyacetic acid emulsifiable liquid (Riverdale Chemical)</td>
<td>Mix 2,4-D with water in accordance with label instructions for selected weeds and other vegetation to be killed.</td>
</tr>
<tr>
<td>Rodents: rats and mice, domestic</td>
<td>Bait must be secured in tamper resistant bait stations (ordered separately). Keep away from humans, domestic animals and pets. Bait indoors should not be used indoors to control rats.</td>
<td>Talon-G - 0.005% brodifacoum. Single dose anticoagulant bait (pellets). (ICI/Zeneca) Maki - 0.005% bromadiolone. Single dose anticoagulant bait (pellets) (Lipha Tech Inc.) Contrac Blox - 0.005% bromadiolone. Single dose anticoagulant bait in 1 oz blocks</td>
<td>Place pellets in tray in bait station. Secure Blox in bait station. Ensure bait station can not be moved. <strong>Rats:</strong> use 4 to 16 ounces Talon-G or Maki bait (at intervals of 15 to 30 feet) per placement. Maintain an uninterrupted supply of fresh bait for 10 days or until signs of rat activity cease. <strong>Mice:</strong> apply ¾ to ½ ounce of bait at intervals of 8 to 12 feet per placement. Up to 2 ounces may be required for high mouse activity. Maintain uninterrupted supply of fresh bait for 15 days or until signs of mouse activity cease.</td>
</tr>
<tr>
<td>Wood-Destroying Organisms — Termites (subterranean and drywood) powderpost beetles, and carpenter ants, etc.</td>
<td>Borate products can be used for existing infestations and as a pre-treatment of wood surfaces to prevent infestations.</td>
<td>BORA-CARE - disodium octaborate tetrahydrate (Nisus Corp) Tim-BOR - disodium octaborate tetrahydrate (Nisus Corp)</td>
<td>Mix with water and apply by brush or spray injection to bare wood or to wood surfaces without a water-repellent barrier.</td>
</tr>
<tr>
<td>TARGET PEST(S)</td>
<td>INDICATIONS</td>
<td>PESTICIDE</td>
<td>BRIEF USE INSTRUCTIONS</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Termites, subterranean</td>
<td>Outdoors only around the perimeter of the property by injection and/or trenched which provides a termite resistant barrier for a number of years.</td>
<td>Termidor 80 WG 80% fipronil Termidor SC 9.1% fipronil</td>
<td>Mix 1 packet per 25 gallons of water for a 0.06% finished concentration for typical situations. Apply 4 gallons per 10 linear feet of building perimeter. Follow label.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Premise 75 75% Imidacloprid</td>
<td>Apply as above. Mix 0.8 oz per gal water or 78 oz per 100 gal. Tip and measure container can be used to mix as little as 1 gallon for spot treatments. Liquid is more difficult to ship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Premise SC 2 21.4% Imidacloprid</td>
<td>Mix 1 packet per 25 gallons of water for a 0.05% finished concentration for typical situations. Apply 4 gallons per 10 linear feet of building perimeter. Follow label.</td>
</tr>
<tr>
<td></td>
<td>Bait stations for colony decimation and monitoring</td>
<td>Sentricon w/ Recruit - 0.5% Hexaflumuron</td>
<td>Mix 8-16 oz per gallon of water apply as above. Liquids are more difficult to ship, but useful for small treatments.</td>
</tr>
<tr>
<td>Termites, drywood and other wood infesting insects such as beetles and carpenter ants</td>
<td>Indoors - for treatment of small areas of wood-infesting insects, e.g. drywood termites. Apply by brushing or spraying the diluted spray evenly on wood surfaces.</td>
<td>Termidor 80 WG 80% fipronil Termidor SC 9.1% fipronil</td>
<td>Mix 1 packet per 25 gallons of water for a 0.06% finished concentration. Apply to infested areas of wooden members/voids or by drilling &amp; injecting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Premise 75 75% Imidacloprid</td>
<td>Apply as above. Mix 0.8 oz per gal water or 78 oz per 100 gal. Tip and measure container can be used to mix as little as 1 gallon for spot treatments. Liquid is more difficult to ship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Premise SC 2 21.4% Imidacloprid</td>
<td>Mix 1 packet per 25 gallons of water for a 0.05% finished concentration. Apply as foam to voids &amp; galleries &amp; between sill plate and foundation &amp;/or by drilling then injecting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tempo 2 EC/SC Ultra - 24.3% cyfluthrin, liquid concentrate</td>
<td>Mix 8-16 oz per gallon of water apply as above. Liquids are more difficult to ship, but useful for small treatments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use a 0.1% dilution of Tempo 2. Mix 16 ml of Tempo 2 in 1 gal. of water. Detailed instructions are covered on the label.</td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT 5 – SAMPLE COST PROPOSAL

Company Name and Address:

Location 1:

Price Proposal:

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>NUMBER OF HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entomologist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor/Foreman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pest Control Laborer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company Name and Address:

Location 2:

Price Proposal:

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>NUMBER OF HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entomologist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor/Foreman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pest Control Laborer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL:**
CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-74, 76-79)
NON-COMMERCIAL ITEMS

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This purchase order or BPA incorporates the following clauses and provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://acquisition.gov/far/index.html.

DOSAR clauses may be accessed at: http://www.statebuy.state.gov.

FEDERAL ACQUISITION REGULATION CLAUSES (48 CFR Ch. 1):

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.204-6</td>
<td>DATA UNIVERSES NUMBERING SYSTEM (DUNS) NUMBER</td>
<td>JUL 2013</td>
</tr>
<tr>
<td>52.204-7</td>
<td>SYSTEM FOR AWARD MANAGEMENT</td>
<td>JUL 2013</td>
</tr>
<tr>
<td>52.204-9</td>
<td>PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL</td>
<td>JAN 2011</td>
</tr>
<tr>
<td>52.213-2</td>
<td>INVOICES</td>
<td>APR 1984</td>
</tr>
<tr>
<td>52.213-4</td>
<td>TERMS AND CONDITIONS – SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS)</td>
<td>JUL 2014</td>
</tr>
<tr>
<td>52.217-6</td>
<td>OPTION FOR INCREASED QUANTITY</td>
<td>MAR 1989</td>
</tr>
<tr>
<td>52.217-8</td>
<td>OPTION TO EXTEND SERVICES</td>
<td>NOV 1999</td>
</tr>
<tr>
<td>52.217-9</td>
<td>OPTION TO EXTEND THE TERM OF THE CONTRACT</td>
<td>MAR 2000</td>
</tr>
<tr>
<td>52.222-50</td>
<td>COMBATING TRAFFICKING IN PERSONS</td>
<td>FEB 2009</td>
</tr>
<tr>
<td></td>
<td>Alternate I (AUG 2007)</td>
<td></td>
</tr>
<tr>
<td>52.223-18</td>
<td>ENCOURAGING CONTRACTOR POLICIES ON BANNING TEXTING WHILE DRIVING</td>
<td>AUG 2011</td>
</tr>
<tr>
<td>52.225-14</td>
<td>INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT</td>
<td>FEB 2000</td>
</tr>
<tr>
<td>52.225-19</td>
<td>CONTRACTOR PERSONNEL IN A DESIGNATED OPERATIONAL AREA OR SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES</td>
<td>MAR 2008</td>
</tr>
<tr>
<td>52.227-14</td>
<td>RIGHTS IN DATA – GENERAL</td>
<td>MAY 2014</td>
</tr>
<tr>
<td>52.227-17</td>
<td>RIGHTS IN DATA – SPECIAL WORKS</td>
<td>DEC 2007</td>
</tr>
<tr>
<td>52.228-3</td>
<td>WORKERS’ COMPENSATION INSURANCE (DEFENSE BASE ACT)</td>
<td>JUL 2014</td>
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<tr>
<td>52.228-4</td>
<td>WORKERS’ COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS</td>
<td>APR 1984</td>
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<tr>
<td>52.232-24</td>
<td>PROHIBITION OF ASSIGNMENT OF CLAIMS</td>
<td>MAY 2014</td>
</tr>
<tr>
<td>52.233-1</td>
<td>DISPUTES Alternate I (DEC 1991)</td>
<td>MAY 2014</td>
</tr>
<tr>
<td>52.237-2</td>
<td>PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION</td>
<td>APR 1984</td>
</tr>
<tr>
<td>52.237-11</td>
<td>ACCEPTING AND DISPENSING OF $1 COIN</td>
<td>SEP 2008</td>
</tr>
<tr>
<td>52.242-17</td>
<td>GOVERNMENT DELAY OF WORK</td>
<td>APR 1984</td>
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<tr>
<td>52.243-1</td>
<td>CHANGES – FIXED PRICE Alternate *I (APR 1984)</td>
<td>AUG 1987</td>
</tr>
<tr>
<td></td>
<td></td>
<td>APR 1984</td>
</tr>
<tr>
<td>52.245-1</td>
<td>GOVERNMENT PROPERTY</td>
<td>APR 2012</td>
</tr>
<tr>
<td>52.247-35</td>
<td>F.O.B. DESTINATION, WITHIN CONSIGNEE’S PREMISES</td>
<td>APR 1984</td>
</tr>
</tbody>
</table>
The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70  DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor’s employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at http://www.state.gov/m/ds/rls/rpt/c21664.htm.

The following DOSAR deviation is provided in full text and must be included in all solicitations (please refer to PIB 2014-21 for further information):

652.209-79  REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW (SEPT 2014) (DEVIATION, per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for
collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State’s policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that—

(1) It is [ ] is not [ ] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is [ ] is not [ ] a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
ORDER FOR SUPPLIES OR SERVICES

1. DATE OF ORDER: 02 Oct 2013
2. CONTRACT NO. (if any): SSA70014A0001
3. ORDER NO.: SSA70014A0001
4. REQUISITION/REFERENCE NO.: PR2902154
5. ISSUING OFFICE (Address correspondence to):
   AMERICAN EMBASSY RIYADH
   P.O. BOX 94309
   ATTN: GSO/PROCUREMENT
   RIYADH, 11693
   Contact Name: Zaheer Karamat
   Phone: 966-1-488-3800 x 4830
   Email: KaramatZA@state.gov
6. SHIP TO:
   RIYAD19008
7. TO:
   RIYAD
   WADI ARQAA
   ATTN: GSO/WAREHOUSE (ANNEX)
8. TYPE OF ORDER:
   a. NAME OF CONTRACTOR: MR. PATRICIO HIPOLITO
   CONTACT PHONE NUMBER: 01-4602626
   FAX: 01-460-2307
   DUNS NUMBER: 123456787
   CONTACT PHONE NUMBER: 01-4602626
   E-MAIL: 
   FAX: 01-460-2307
   b. COMPANY NAME: AL MANAMA SERVICES CO., LTD. (Truly Nol
   c. STREET ADDRESS: P. O. BOX. 25834
   d. CITY: RIYADH
   e. STATE: CENT.
   f. ZIP CODE: 11691
9. ACCOUNTING AND APPROPRIATION DATA
   ------------- $0.00USD
10. ISSUING OFFICE: AMERICAN EMBASSY RIYADH
    ATTN: GSO/PROCUREMENT
11. BUSINESS CLASSIFICATION (Check appropriate box(es))
    a. SMALL
    b. OTHER THAN SMALL
    c. DISADVANTAGED
    d. WOMEN-OWNED
    e. HUBZone
    f. SERVICE-DISABLED VETERAN-OWNED
    g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER
       THE WOMEN-OWNED SMALL BUSINESS PROGRAM
    h. EDWOSB
12. F.O.B. POINT
    a. INSPECTION
    b. ACCEPTANCE
    c. PLACE OF
    d. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): 06 Oct 2013
    e. GOVERNMENT B/L NO:
13. PLACE OF
14. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): 06 Oct 2013
15. DISCOUNT TERMS
16. SCHEDULE (See reverse for Rejections)
   ITEM NO. (a) SUPPLIES OR SERVICES (b) QUANTITY ORDERED (c) UNIT (d) UNIT PRICE (e) AMOUNT (f) QUANTITY ACCEPTED (g)
   SEE LINE ITEM DETAIL
   SEE BILLING INSTRUCTIONS ON REVERSE
   a. NAME
   AMERICAN EMBASSY RIYADH
   b. STREET ADDRESS (or P.O. Box)
   P.O. BOX 94309
   ATTN: Financial Management Center
   c. CITY: RIYADH
   d. STATE: CENT.
   e. ZIP CODE: 11693
   18. SHIPPING POINT
   19. GROSS SHIPPING WEIGHT
   20. INVOICE NO.
   21. MAIL INVOICE TO:
   22. UNITED STATES OF AMERICA BY (Signature)
   23. NAME: Typing Sally Lewis
   TITLE: CONTRACTING/ORDERING OFFICER

17. DISCOUNT TERMS
   17(b) TOT. (Cont. pages)
   17(i) (GRAND TOTAL)

02 Oct 2013

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347(REV. 9/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

Page: 1 of 4
SSA70014A0001
Attachment- 5
**DATE OF ORDER:** 02 Oct 2013  
**TITLE:** Termite & Pest Control Servies for Embassy, Annex & All USG  
**CONTRACT NO.:** SSA70014A0001  
**ORDER NO.:** SSA70014A0001

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Termite and Pest Control Services in the Embassy Building, GSO Annex (warehouse) and all the USG owned and leased residences.</td>
<td>1.00</td>
<td>all</td>
<td>0.00SAR</td>
<td>0.00SAR</td>
</tr>
</tbody>
</table>

Period: From 10/02/2013 to 10/01/2016  
Total Value of BPA SAR 375,000.00 or USD 100,000.00  
Min Call limit: SAR 500.00 or USD 134.00  
Max Call limit: SAR 11,000.00 or USD 2,934.00

Authorized Callers:
- Mohammed M. Khan - Contracting Assistant  
- Zaheer A. Karamat - Purchasing Agent  
- Rommel Baquiran - FM Maintenance Supervisor  
- Mohammed Mushtaq Humayun - FM Secretary  
- Jamshed Islam - FM Work Order Clerk  
- Mehboob Ellahi - Property & Supply Supervisor  
- Aamer Bashir - Assistant Supply Clerk  
- Pervez Akhter - NEPA Clerk

Period of Performance: October 02, 2013 - October 01, 2016

**Order Comments:**  
Previous BPA no. SSA700-10-A-0007

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17h) 0.00SAR
1. BPA Number SSA70014A0001

The AMERICAN EMBASSY RIYADH invites you to enter into this BPA that establishes the terms and conditions applicable to future purchases of:

PEST CONTROL AGENTS AND DISINFECTANTS

2. Expiration Date:

BPA expires on 01 Oct 2016.

3. Embassy Estimate:

The Embassy estimates that the volume of purchases through this BPA will be 375,000.00SAR.

4. Terms and Conditions:

- The Embassy is not obligated to purchase any definite amount under this BPA.
- The amount of any one purchase will not exceed USD $2,933.33 or the equivalent in local currency.
- The total amount ordered under this BPA will not exceed USD $150,000.00 or the equivalent in local currency.

5. BPA Administrators

6. Authorized Employees

Authorized Employees to place orders under this BPA are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Dollar Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mohammed M. Khan</td>
<td>Contracting Assistant</td>
<td>11,000.00SAR</td>
</tr>
<tr>
<td>Zaheer Karamat</td>
<td>Purchasing Agent</td>
<td>11,000.00SAR</td>
</tr>
<tr>
<td>Rommel Baquiran</td>
<td>FM Maintenance Supervisor</td>
<td>11,000.00SAR</td>
</tr>
<tr>
<td>Mohammed Mushtaq</td>
<td>FM - Secretary</td>
<td>11,000.00SAR</td>
</tr>
<tr>
<td>Jamshaid Islam</td>
<td>FM Work Order Clerk</td>
<td>11,000.00SAR</td>
</tr>
<tr>
<td>Mehboob Ellahi</td>
<td>Property &amp; Supply Supervisor</td>
<td>11,000.00SAR</td>
</tr>
<tr>
<td>Aamer Bashir</td>
<td>Assistant Supply Clerk</td>
<td>11,000.00SAR</td>
</tr>
<tr>
<td>Pervez Akhtar</td>
<td>NEPA Clerk</td>
<td>11,000.00SAR</td>
</tr>
</tbody>
</table>

7. Delivery Tickets

All shipments/deliveries shall be accompanied by a delivery ticket or sales slip that must contain the following minimum information:

- Name of supplier
- BPA number
- Date of purchase
- Purchase number
- Itemized list of supplies or services furnished
- Quantity, unit price, and extension of each item, less applicable discounts
- Date of delivery or shipment
- Name of the authorized employee who placed the order

8. Invoices
A summary invoice shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period. The invoice shall identify the delivery tickets covered therein, stating the total dollar value, and supported by recent copies of the delivery tickets.

9. FAR and DOSAR Clauses:

The FAR and DOSAR clauses attached to this BPA shall apply to all purchases made under this BPA. In the event of an inconsistency between the provisions of this BPA and your invoice, the provisions of the BPA shall take precedence.

10. Acceptance:

You are requested to acknowledge acceptance of this BPA, including its terms, conditions, and clauses, by signing and returning a copy to Sally Lewis, AMERICAN EMBASSY RIYADH, ATTN: GSO/PROCUREMENT, P.O. BOX 94309, RIYADH, SAUDI ARABIA.

BPA Accepted:

__________________________________________  ______________
Signature                                           Date

(Typed/Printed Name and Title of Signer)

Please indicate the remittance or check mailing address in the space provided below if different from the address to which this BPA was addressed.

________________________________________________________________________
________________________________________________________________________

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://acquisition.gov/far/index.html

DOSAR clauses may be accessed at: http://www.statebuy.state.gov
**ORDER FOR SUPPLIES OR SERVICES**

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

<table>
<thead>
<tr>
<th>1. DATE OF ORDER</th>
<th>04 May 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. CONTRACT NO.(If any)</td>
<td>SSA70015A0007</td>
</tr>
<tr>
<td>3. ORDER NO.</td>
<td>SSA70015L0215</td>
</tr>
<tr>
<td>4. REQUISITION/REFERENCE NO.</td>
<td>PR4308006</td>
</tr>
<tr>
<td>5. ISSUING OFFICE</td>
<td>AMERICAN EMBASSY RIYADH</td>
</tr>
<tr>
<td>6. SHIP TO:</td>
<td>SSA70015L0215, RIYAD</td>
</tr>
<tr>
<td>7. TO:</td>
<td>SSA70015L0215</td>
</tr>
<tr>
<td>8. TYPE OF ORDER</td>
<td>SSA70015L0215</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. NAME OF CONTRACTOR</th>
<th>ENG. MOHAMMED AFZAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS NUMBER</td>
<td>123456787</td>
</tr>
<tr>
<td>CONTACT PHONE NUMBER</td>
<td>02-6677660</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:BashirA@state.gov">BashirA@state.gov</a></td>
</tr>
<tr>
<td>FAX:</td>
<td>669-5390 EXT. 124</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. REQUIRING OFFICE</th>
<th>AMERICAN EMBASSY RIYADH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTN:</td>
<td>GSO/PROCUREMENT</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>WADI ARQAA</td>
</tr>
<tr>
<td>CITY</td>
<td>RIYADH</td>
</tr>
<tr>
<td>STATE</td>
<td></td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>11693</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. BUSINESS CLASSIFICATION</th>
<th>Check appropriate box(es)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. SMALL</td>
<td></td>
</tr>
<tr>
<td>b. OTHER THAN SMALL</td>
<td></td>
</tr>
<tr>
<td>c. DISADVANTAGED</td>
<td></td>
</tr>
<tr>
<td>d. WOMEN-OWNED</td>
<td></td>
</tr>
<tr>
<td>e. HUBZone</td>
<td></td>
</tr>
<tr>
<td>f. SERVICE-DISABLED VETERAN-OWNED</td>
<td></td>
</tr>
<tr>
<td>g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM</td>
<td></td>
</tr>
<tr>
<td>h. EDWOSB</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. F.O.B. POINT</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. PLACE OF</td>
<td></td>
</tr>
<tr>
<td>a. INSPECTION</td>
<td></td>
</tr>
<tr>
<td>b. ACCEPTANCE</td>
<td></td>
</tr>
<tr>
<td>14. GOVERNMENT B/L NO.</td>
<td>10 May 2015</td>
</tr>
<tr>
<td>15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)</td>
<td></td>
</tr>
<tr>
<td>16. DISCOUNT TERMS</td>
<td></td>
</tr>
</tbody>
</table>

### SCHEDULE (See reverse for Rejections)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY ORDERED</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

### SEE BILLING INSTRUCTIONS ON REVERSE

<table>
<thead>
<tr>
<th>17(h) TOT. (Cont. pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17(i) (GRAND TOTAL)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. SHIPPING POINT</th>
<th>350.00SAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. GROSS SHIPPING WEIGHT</td>
<td></td>
</tr>
<tr>
<td>20. INVOICE NO.</td>
<td></td>
</tr>
<tr>
<td>21. MAIL INVOICE TO:</td>
<td></td>
</tr>
</tbody>
</table>

| 22. UNITED STATES OF AMERICA BY (Signature) | |
| 23. NAME | |
| TYPED | |

**TITLE:** CONTRACTING/ORDERING OFFICER

**OPTIONAL FORM 347 (REV. 9/2012)**

Prescribed by GSA/FAR 48 CFR 53.213(f)
**ORDER FOR SUPPLIES OR SERVICES**

**SCHEDULE - CONTINUATION**

**DATE OF ORDER:** 04 May 2015

**TITLE:** D-04 Gardening Services For Bowen, Deborah E/ITC

**CONTRACT NO.:** SSA70015A0007

**ORDER NO.:** SSA70015L0215

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY ORDERED</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Need Gardening Services At Villa # D-04 For Bowen, Deborah E/ITC. Gardening services. Trim shrubs and clean area.</td>
<td>1.00</td>
<td>each</td>
<td>350.00SAR</td>
<td>350.00SAR</td>
</tr>
</tbody>
</table>

**Period of Performance:** 15 Mar 2015 - 14 Mar 2018

**Order Comments:**

Need Gardening Services At Villa # D-04 For Bowen, Deborah E/ITC.

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17g):** 350.00SAR
Quick Start Guide for International Registrants

Helpful Information

SAM an official free, U.S. government-operated website – it is FREE to register and maintain your entity registration record in SAM. It is FREE to get help.

What is an Entity?
In SAM, your company, business, or organization is referred to as an “Entity.” You register your entity to do business with the U.S. government by completing the registration process in SAM.

What do I need to get started?
1. DUNS Number: You need a Data Universal Numbering System (DUNS) Number to register your entity in SAM. DUNS Numbers are unique for each physical location you want to register.
2. NATO Commercial and Government Entity (NCAGE) Code: International entities must obtain an NCAGE Code for each DUNS Number they plan to register in SAM before starting the registration process.

How do I get a DUNS number?
If you do not have one, you can request a DUNS Number for free to do business with the U.S. government by visiting Dun & Bradstreet (D&B) at https://fedgov.dnb.com/webform. It takes up to 5 business days to obtain an international DUNS number.

How do I get an NCAGE code?
To obtain an NCAGE Code, visit: https://eportal.nspa.nato.int/AC135Publicc/scage/CageList.aspx. Make sure the legal business name and physical address you provided to get your DUNS Number and your NCAGE Code must match. It takes up to 3 business days to obtain a NCAGE code.

What about a U.S. Taxpayer Identification Number (TIN)?
You only need a TIN if your entity pays U.S. taxes. If you are an international entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.

Steps for Registering

1. Get your DUNS Number and NCAGE Code assigned. Confirm the legal business name and physical address match in both records, then start the SAM registration process.
2. Type www.sam.gov in your Internet browser address bar.
3. Create a SAM Individual User Account (be sure to activate the account via the link you will receive by e-mail), then log in.
4. On the My SAM page, select Entity Registrations from the sub-navigation menu, then select Register New Entity.
5. Select your type of Entity, most likely “Business or Organization.”
6. Tell the system why you are registering in SAM. This determines what information you have to provide.
   - Are you interested in bidding on Federal contracts? If so, select “I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.”
   - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If so, select “I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.”
7. Complete your registration. Required fields are marked with a red asterisk (*). A few helpful hints:
   - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems like Grants.gov.
   - Also on the Business Information page, if you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
   - On the NCAGE Code page, enter your NCAGE Code. Remember your legal business name and physical address for your DUNS Number and NCAGE Code must match.
   - On the General Information page, only select Foreign Owned if your entity is owned or controlled by a foreign entity. If you are also a Manufacturer of Goods, select that first, then select Foreign Owned.
   - On the Financial Information page, you do not need to provide Electronic Funds Transfer (EFT) banking information. If you do choose to provide this electronic banking information, it must be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory sections on this page.
   - In the Points of Contact section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. government. These are called Points of Contact or POCs. The Government Business POC is the primary contact for your organization.
8. Select Submit after your final review. You will get a confirmation message on the screen. If you do not see this message, you did not submit your registration.
   - Once approved by the IRS (if you entered a TIN) and the U.S. Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.
9. Start this process well before your contract or grant application deadline. Allow up to 10-12 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.

For FREE help with your SAM entity registration, contact the Federal Service Desk (FSD) at https://www.fsd.gov/