

| <b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b><br><b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>                                                                                                                                                                                 |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      | 1. REQUISITION NUMBER                                                                                                                                                                                                    | PAGE 1 OF                                                                                                                                      |            |
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| 2. CONTRACT NO.                                                                                                                                                                                                                                                                                       | 3. AWARD/EFFECTIVE DATE (mm-dd-yyyy)                                                                                                                     | 4. ORDER NUMBER                                                                                                                                                                                                                                                                                                                                                                                      | 5. SOLICITATION NUMBER<br>SSZ35014Q0002                                                                                                                                                                                  | 6. SOLICITATION ISSUE DATE (mm-dd-yyyy)<br>04-11-2014                                                                                          |            |
| 7. FOR SOLICITATION INFORMATION CALL:                                                                                                                                                                                                                                                                 | a. NAME<br>Jae S. Lee, Contracting Officer                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                      | b. TELEPHONE NUMBER (No collect calls)<br>+41 22 749 4006                                                                                                                                                                | 8. OFFER DUE DATE/ LOCAL TIME<br>26 May 2014 05:30PM                                                                                           |            |
| 9. ISSUED BY<br>United States Mission to the United Nations and other International Organizations in Geneva<br>11, Route de Pregny<br>1292 Chambesy<br>Switzerland                                                                                                                                    |                                                                                                                                                          | 10. THIS ACQUISITION IS<br><input type="checkbox"/> UNRESTRICTED OR<br><input type="checkbox"/> SET ASIDE: % FOR<br><input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS<br><input type="checkbox"/> HUBZONE SMALL BUSINESS<br><input type="checkbox"/> SERVICE-DISABLED VETERAN- <input type="checkbox"/> 8(A) OWNED SMALL BUSINESS<br>NAICS:<br>SIZE STANDARD: |                                                                                                                                                                                                                          |                                                                                                                                                |            |
| 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED<br><input type="checkbox"/> SEE SCHEDULE                                                                                                                                                                                                      | 12. DISCOUNT TERMS                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)                                                                                                                                     | 13b. RATING<br>14. METHOD OF SOLICITATION<br><input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP |            |
| 15. DELIVERY TO<br>United States Mission Geneva, Chambesy, Switzerland                                                                                                                                                                                                                                |                                                                                                                                                          | 16. ADMINISTERED BY                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                          |                                                                                                                                                |            |
| 17a. CONTRACTOR/OFFEROR                                                                                                                                                                                                                                                                               | CODE                                                                                                                                                     | FACILITY CODE                                                                                                                                                                                                                                                                                                                                                                                        | 18a. PAYMENT WILL BE MADE BY<br>United States Mission Geneva<br>FMO Billing Office<br>11 Route de Pregny<br>1292 Chambesy, Switzerland                                                                                   |                                                                                                                                                |            |
| TELEPHONE NO.                                                                                                                                                                                                                                                                                         |                                                                                                                                                          | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                          |                                                                                                                                                |            |
| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER                                                                                                                                                                                                          |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                          |                                                                                                                                                |            |
| 19. ITEM NO.                                                                                                                                                                                                                                                                                          | 20. SCHEDULE OF SUPPLIES/SERVICES                                                                                                                        | 21. QUANTITY                                                                                                                                                                                                                                                                                                                                                                                         | 22. UNIT                                                                                                                                                                                                                 | 23. UNIT PRICE                                                                                                                                 | 24. AMOUNT |
|                                                                                                                                                                                                                                                                                                       | Audio Visual Renovation of a Conference Room (per Section I - II Scope of Work)<br><br><i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i> |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                          |                                                                                                                                                |            |
| 25. ACCOUNTING AND APPROPRIATION DATA                                                                                                                                                                                                                                                                 |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                          | 26. TOTAL AWARD AMOUNT (For Govt. Use Only)                                                                                                    |            |
| <input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA                                                                                                                                                          |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED                                                                                                                                        |                                                                                                                                                |            |
| <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA                                                                                                                                                                       |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED                                                                                                                                        |                                                                                                                                                |            |
| <input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ (mm-dd-yyyy). YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, AS ACCEPTED AS TO ITEMS: |                                                                                                                                                |            |
| 30a. SIGNATURE OF OFFEROR/CONTRACTOR                                                                                                                                                                                                                                                                  |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                      | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)                                                                                                                                                         |                                                                                                                                                |            |
| 30b. NAME AND TITLE OF SIGNER (Type or print)                                                                                                                                                                                                                                                         | 30c. DATE SIGNED (mm-dd-yyyy)                                                                                                                            | 31b. NAME OF CONTRACTING OFFICER (Type or Print)                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                          | 31c. DATE SIGNED (mm-dd-yyyy)                                                                                                                  |            |

| 19.<br>ITEM NO. | 20.<br>SCHEDULE OF SUPPLIES/SERVICES | 21.<br>QUANTITY | 22.<br>UNIT | 23.<br>UNIT PRICE | 24.<br>AMOUNT |
|-----------------|--------------------------------------|-----------------|-------------|-------------------|---------------|
|                 |                                      |                 |             |                   |               |

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

|                                                        |                           |                                                                   |
|--------------------------------------------------------|---------------------------|-------------------------------------------------------------------|
| 32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32c. DATE<br>(mm-dd-yyyy) | 32d. PRINT NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
|--------------------------------------------------------|---------------------------|-------------------------------------------------------------------|

|                                                              |                                                                                                                      |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE<br>32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

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|------------------------------------------------------------------------------------|--------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------|------------------|
| 33. SHIP NUMBER<br><input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | 34. VOUCHER NUMBER | 35. AMOUNT VERIFIED CORRECT FOR | 36. PAYMENT<br><input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | 37. CHECK NUMBER |
|------------------------------------------------------------------------------------|--------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------|------------------|

|                        |                        |             |
|------------------------|------------------------|-------------|
| 38. S/R ACCOUNT NUMBER | 39. S/R VOUCHER NUMBER | 40. PAID BY |
|------------------------|------------------------|-------------|

|                                                               |                           |                              |                       |
|---------------------------------------------------------------|---------------------------|------------------------------|-----------------------|
| 41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT | 42a. RECEIVED BY (Print)  |                              |                       |
| 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER                | 41c. DATE<br>(mm-dd-yyyy) | 42b. RECEIVED AT (Location)  |                       |
|                                                               |                           | 42c. DATE REC'D (mm-dd-yyyy) | 42d. TOTAL CONTAINERS |