**REQUEST FOR QUOTATIONS**

**THIS IS NOT AN ORDER**

<table>
<thead>
<tr>
<th>1. REQUEST NO.</th>
<th>2. DATE ISSUED</th>
<th>3. REQUISITION/PURCHASE REQUEST NO.</th>
<th>4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 RATING</th>
</tr>
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<tbody>
<tr>
<td>19VM3020Q0028</td>
<td>08/10/2020</td>
<td>PR9335082</td>
<td></td>
</tr>
</tbody>
</table>

5A. ISSUED BY
General Services Office, American Embassy Hanoi,
7 Lang Ha, Hanoi, Vietnam

5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)
NAME
Tam Nguyen
TELEPHONE NUMBER
+84 24 38505000

8. TO:

a. NAME
b. COMPANY
a. NAME OF CONSIGNEE
American Embassy Hanoi

b. STREET ADDRESS
7 Lang Ha

d. CITY
e. STATE
f. ZIP CODE
c. CITY
Hanoi
d. STATE
Vietnam

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date)
**August 21, 2020; 17:00PM local time**

**IMPORTANT:** This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1</td>
<td>News Highlight Service for Press, U.S. Embassy Hanoi from September 01, 2020 to August 31, 2021 (Please see attached Scope of Work for details, page 2 - 5)</td>
<td>12</td>
<td>Month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12 DISCOUNT FOR PROMPT PAYMENT

a. 10 CALENDAR DAYS %
b. 20 CALENDAR DAYS %
c. 30 CALENDAR DAYS %
d. CALENDAR DAYS NUMBER %

NOTE: Additional provisions and representations [X] are [ ] are not attached.

13 NAME AND ADDRESS OF QUOTER

a. NAME OF QUOTER

b. STREET ADDRESS

c. COUNTY

d. CITY
e. STATE
f. ZIP CODE
c. TITLE (Type or print)

14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION

15 DATE OF QUOTATION

16. SIGNER

a. NAME (Type or print)
b. TELEPHONE

c. AREA CODE

d. NUMBER

STANDARD FORM 18
SCENE OF WORK

The Public Affairs Section at the U.S. Embassy Hanoi is seeking a contractor to produce a news highlights report of Vietnamese and international media reporting on Vietnam and U.S.-Vietnam relations. Work is to be performed with the end-product emailed to the Public Affairs Section on regular business days. The contract type shall be a firm-fixed price.

A. GENERAL REQUIREMENTS

The selected contractor shall perform the following work according to all requirements specified in the contract. Since the news constantly changes, the contractor needs to customize their news highlights content in line with news developments and discussions, on phone or email, with the Public Affairs Section, including types of news and selection of news outlets.

Scope of work:

- The morning U.S. Embassy Hanoi News Highlights product should focus on seven sections, with particular attention given to U.S.-related events (See the appendix for details on topics covered within each category).
  1. Regional Security
  2. Trade and Economy
  3. Governance
  4. Civil Society, Cultural, and Educational Ties
  5. Environment, Science, Technology, and Health
  6. Op-Eds and Opinions
  7. Social Media

- Each section should include four to six English-language summaries that cover topic detailed in the appendix.

- Summaries should be between 50-300 words, sourced from major news from Vietnamese-language media (television, radio, print, online, and social media) in the 24 hours prior to the delivery timeframe and provide links to the articles.

- In addition, each of the six sections (excluding the seventh section – social media) should also include headlines and links to news articles on Vietnam and the U.S.-Vietnam relations by international news outlets in English.

- The final product is to be sent to the U.S. Embassy Hanoi and U.S. Consulate General Ho Chi Minh City press offices via email no later than 7:50 a.m. from Monday to Friday, except on American and Vietnamese official holidays when the Embassy is closed.

B. TECHNICAL REQUIREMENTS

- The summaries must:
  o Reflect the source articles’ information accurately and objectively. The summary writer’s judgement must not be included, even if the source article has errors.
  o Be written in standard American English that will require no copy-editing
  o Meet Associated Press Stylebook standards (https://www.apstylebook.com/)
  o The news highlights must not miss significant news stories of the day, including that morning’s daily print and web coverage up until when the product is sent to the U.S. Mission at 7:50 a.m.
• Criteria for news selection:
  o For the first six news categories: only news on mainstream/registered media. For the seventh news category, widely recognized bloggers, editorialists, media personalities, or commentators are acceptable in addition to content from mainstream/registered outlets.
  o News that is relevant to the U.S. Mission’s priorities in Vietnam (see appendix)

C. PRICING

The selected contractor shall provide materials and labor to complete all the work specified in Section A. The bid for this service shall include one price for all expenses, including labor, materials, insurance premiums, overhead costs, profit margin, taxes, and transportation allowances. No annual price increase is ensured.

<table>
<thead>
<tr>
<th>No.</th>
<th>Supplies &amp; Services</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price (VND or USD)</th>
<th>Cost (VND or USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Morning News Highlight Service on Regular Business Days</td>
<td>12</td>
<td>Month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand total:

VAT 10% if applicable

Grand total price including VAT 10%:

D. PROCUREMENT TERMS & CONDITIONS:

• The bidder must be willing to accept Purchase Order from US Embassy Hanoi.
• Vendor’s contract is not accepted and signed.
• All items bid must meet or exceed specifications listed.
• Proposals must be in local currency VND if from local bidders, or in USD if from overseas bidders: firm fixed price to include tax, delivery fee to the U.S. Embassy Hanoi - Vietnam, and any other anticipated charges.
• Selected vendor must be able to accept payment within 30 (thirty) days after the orders are delivered completely and the original correct invoice is received.
• The payment will be made through Electronic Fund Transfer (EFT) to the vendor bank account as stated on the invoice.
• Any cancellations after PO acceptance, only services/supplies rendered will be paid.
• For US Government rules and regulation reference, please read the attached Commercial Clause document.
• DUNS/SAM registration is required as instructed in Invitation Letter.

Please send your proposal/quotation no later than 17:00PM on August 21, 2020 local time by email to U.S. Embassy Hanoi to:

Ms. Nguyen Thi Phuong Tam  
Procurement Agent  
Email: nguyenttp@state.gov

Thank you for your cooperation.
APPENDIX

Relevant news themes include, but are not limited to:

Trade and Economy

- Vietnam’s trade, economic, and energy policies
- U.S. – Vietnam trade, business, and economic ties
- Vietnam economic and financial indicators
- Developments at Vietnam’s leading businesses
- Trends in and forecast on Vietnam’s economy
- Vietnam government statement and public sentiment about U.S. economic policies, including the economic vision of the Indo-Pacific Strategy and trade policy

Governance

- Vietnamese government accountability and transparency
- Major Vietnamese government policies
- The Communist Party of Vietnam (CPV) resolutions and policies
- Vietnamese leaders’ activities and key personnel changes
- Human rights and trafficking-in-persons issues in Vietnam
- Government of Vietnam activities related to countering illegal wildlife trafficking and drug trafficking
- Local crimes of interest to the U.S. Mission

Regional Security

- Vietnam’s foreign policy
- Vietnam’s defense and security cooperation with other countries
- Vietnam government statement and public sentiment about the Indo-Pacific Strategy
- South China Sea issues
- Vietnam-D.P.R.K. relations
- Vietnam’s defense production, research, development, and new acquisitions of major defense equipment, including by State-owned companies
- Major Vietnamese military exercises and training activities

Civil Society, Cultural, and Educational Ties

- Vietnam’s education, culture and human development policies
- U.S. – Vietnam exchange programs
- Vietnam’s international cooperation in civil society, with a focus on cooperation with the United States
- U.S. – Vietnam cooperation in addressing war legacy issues
- Gender and ethnic minority issues in Vietnam

Environment, Science, Technology, and Health

- Vietnam’s environment, science, technology, and health issues/events
- Vietnam’s environment, science, technology, and health policies
- U.S. – Vietnam cooperation on these fields
• Dioxin and unexploded ordnance issues

Op-Eds & Opinions

• Op-Eds on Vietnam’s policies and development in all fields
• Op-Eds on U.S.–Vietnam international relations with particular focus on China, India, ASEAN nations, and Russia [sourced from Vietnamese or English-language content]
• Television commentary from prominent national outlets

Social media

• Trends and discussions on Vietnam’s political, security, economic, and social issues on blogs, Facebook, Twitter, Zalo, and YouTube
• Commentary from Vietnam’s online key opinion leaders on issues related to the U.S.-Vietnam bilateral relationship and regional issues of interest to the United States