**Addendum to Provision 52.212-1 INSTRUCTIONS TO VENDORS-COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES:**

FAR 52.212-1 is hereby tailored to reflect the changes shown below as to the specific paragraph being revised.

**II. Paragraph (b)** – Submission of quotes

E-Mail Submissions must be sent to all email addresses listed below:

SUBJECT of e-mail must be: "Submission of Quote W91WFU26QA010"

Contract Specialist:
Alexandr Cerchez
alexandr.cerchez.ln@army.mil
+49 (0)9641-70-592-2939

Contracting Officer:
Kevin Hurst
Kevin.t.hurst4.civ@army.mil
(+49) 9641-70592-7521

Quote Due Date: 15 July 2026 at 12:00 Local Time

The quote package must be received by the designated date and time. The Government will not be held liable for quotes not received. Vendors must confirm receipt of quote delivery either by receiving an acknowledgement email from the Contracting Officer/Contract Specialist or calling the KO/CS to ensure delivery.

All questions regarding this solicitation must be submitted in writing via email to all email addresses listed above. Questions must be submitted no later than 7 July 2026. If applicable, please reference the PWS section and paragraph relevant to the questions. Answers to questions will be posted to SAM website at https://www.SAM.gov under the solicitation number. It is the Vendors' responsibility to monitor the web site for posting of amendments, answers to questions, and other instructions, if any.

NOTE:
(1) "Local Time" means Central European Time or Central European Summer Time as applicable on the date the quotes or revisions are due.
(2) The date and time stated in the solicitation supersedes any other systems to which it might be written (i.e., SAM.gov).

(3) Email submissions are subject to size and type restrictions (typically limited to less than 10 megabytes in size and only non-executable attachments (e.g. .doc or .pdf files)) as well as any other appropriate network security measures.
(4) Email submission of the quote is mandatory. Failure to submit to all email addresses, identified above, may result in your quote not being considered for award.
(5) Quotes must be submitted in English and sent in PDF format via email. Do not submit any PDF documents that are copied as "images." Always create PDF documents to enable textual search and copy functions. Hidden fields, comments, macros, etc., shall be omitted and not considered for evaluation.

Each page on each volume shall be 8.5 x 11 inches or A4. All pages shall be typed and single spaced at minimum. The text size shall be no less than 11 point in Times New Roman or Arial font. Use at least 1-inch margins on the top and bottom and ¾-inch side margins.

**PRE-AWARD COMPLIANCE**

**Format and Content**: The Government will review all Vendors' submissions for compliance, and any Vendor that fails to comply with items checked below will be considered non-compliant and may be ineligible for further consideration for award. Vendors must provide the items below with their proposal submissions.

☒ Vendors' CAGE Code number and Unique Entity Identifier (UEI)
☒ Completed SF1449, blocks 12, 17a (to include the CAGE Code), 30a, 30b, and 30c with Signature to include Acknowledgment of all Amendments to the solicitation (if any amendments are issued).
☒ Signed Amendments (applicable if issued)
☒ CLIN Price Schedule
☐ ELIN Price Schedule
☒ The Vendor must provide a technical volume, exclusive of all pricing information, as required in FAR Provision 52.212-2 and the Addenda of Provisions 52.212-1 and 52.212-2.
☒ Completed FAR Provision 52.212-3 ALT 1 "Vendor Representations and Certifications – Commercial Items ". The Vendor must complete only paragraph (b) of this Provision if the Vendor has completed the annual representations and certification electronically in the System for Award Management (SAM). If the Vendor has not completed the annual representations and certifications electronically in SAM, then it is required to complete paragraphs (c) through (v) of this Provision. For Provisions completed by the Vendor electronically as part of its annual representations and certifications, the contracting officer will consider that information instead of requiring the Vendor to complete and submit those Provisions. For those Provisions and clauses that have not been completed electronically, the Vendor must submit them with the quote, or in the specific case of FAR Clause 52.222-56, with the quote or prior to award.

The Vendor must complete all required representations, certifications, and clauses incorporated in this solicitation to include:

☐ FAR 52.209-7, Information regarding Responsibility Matters
☒ FAR 52.229-11, Tax on Certain Foreign Procurements—Notice and Representation
☒ DFARS 252.204-7016, Covered Defense Telecommunications Equipment or Services
☒ DFARS 252.204-7017, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services – Representation
☐ DFARS 252.225-7018, Photovoltaic Devices—Certificate
☐ DFARS 252.229-7001, Tax Relief
☒ DFARS 252.229-7001, Tax Relief-Alternate I (for Germany only)
☐ DFARS 252.229-7012, Tax Exemptions (Italy)—Representation
☐ DFARS 252.229-7013, Tax Exemptions (Spain)—Representation
☐ DFARS 252.239-7009, Representation of Use of Cloud Computing

☐ In accordance with FAR 52.229-11, if the Vendor represents it is a foreign person, then the Vendor must submit the IRS Form W-14 with its quote.

As discussed in FAR 52.229-11 and FAR 52.229-12, the U.S. Government may impose an excise tax on payments made to the contractor and collect the tax by withholding up to 2 percent of each payment due the contractor. If the Vendor indicates it is a foreign person at FAR 52.229-11(d)(1), in order to claim exemption from this tax the Vendor should complete W-14, Certificate of Foreign Contracting Party Receiving Federal Procurement Payments. In accordance with various Agreements between the US Government and some governments such as those countries listed below, IRS Form W-14 is used to claim exemption from the tax. To claim exemption and avoid withholding, the IRS Form W-14 must be submitted with the quote.

<u>If the Vendor indicates that it is a foreign person in provision FAR 52.229-11 and indicates that it is fully exempt from the tax for reasons cited on their IRS Form W-14, then the contracting officer will include DFARS 252.229-7014, Full Exemption from Two-Percent Excise Tax on Certain Foreign Procurements, in the resulting contract.</u>

Under current guidelines, the following qualified income tax treaties cover all nationals of the treaty country and exempt all such nationals from the tax imposed by 26 U.S. Code § 5000C.

Note: The Vendor is responsible for determining applicable exemptions, to include verifying the continued existence of the applicable tax treaty. For further information see https://www.irs.gov/government-entities/excise-tax-on-specified-federal-foreign-procurement-payments

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|---|---|---|
| Austria | Iceland | Slovak Republic |
| Bangladesh | Italy | Slovenia |
| Belgium | Jamaica | South Africa |
| Bulgaria | Japan | Spain |
| Canada | Latvia | Sri Lanka |
| Czech Republic | Lithuania | Sweden |
| Denmark | Luxembourg | Switzerland |
| Estonia | Malta | Turkey |
| Finland | Mexico | United Kingdom |
| Germany | Netherlands | Venezuela |
| Hungary | Portugal | |

If the Vendor is claiming an exemption pursuant to a qualified income tax treaty as discussed above, the contractor should complete IRS Form W-14 with an appropriate statement in Part IV such as "The corporation is organized in [INSERT COUNTRY] with which the United States has a qualified income tax treaty that covers all nationals." Note that it is the Vendor's responsibility to correctly execute IRS Form W-14 consistent with applicable law and IRS regulations.

**INSTRUCTIONS TO VENDORS**

The Government will award a single purchase order pursuant to the Evaluation Methodology stated in FAR Provision 52.212-2. The PWS describes the services that will be acquired through this solicitation.

At any time prior to award, including upon receipt of quotes, the Government may exclude a quote from further consideration for reasons such as, but not limited to, non-compliance with instructions related to this solicitation or the quote is not likely to be selected for award (E.g. an unacceptable or low confidence rating is given for any factor or subfactor).

**FACTOR 1 – TECHNICAL** – The Vendor must provide a technical volume, exclusive of all pricing information, consisting of the following:

**Subfactor A: Certifications and Qualifications (Maximum 3 Pages)**

The Vendor must provide valid certifications and qualifications for the following personnel:

- **Contract Manager and Alternate:**
  - Certified Tree Inspector (FLL *zertifizierter Baumkontrolleur* or European Tree Worker).
  - Publicly appointed and sworn urban tree expert (*oeffentlich bestellter und vereidigter Baumsachverstaendiger*).
- **Field Employees must have:**
  - Certified Tree Inspector (FLL *zertifizierte Baumkontolleur* or European Tree Worker).
  - Training certificate from a visual tree assessment (VTA) seminar taken within the last year.

- Minimum of 3 years of professional urban tree survey experience in Germany. Proof of this experience should be provided by reference.

Each certificate must be provided to the Contracting Officer with the contractor's quote.

**Subfactor B: Capability/Knowledge (Maximum 2 Pages)**
The Vendor must provide sufficient information for the Government to determine its level of confidence in the ability of the vendor to perform the requirements of the solicitation based on an assessment of the vendor's tools and knowledge.

This volume must include:

- **GIS Knowledge:** Demonstrated capability to work with and update the USAG-Stuttgart GIS Tree Data System (Arc GIS).
- **Specialized Tools**: Access to and identification of tools for special tree examinations, such as Resistograph, Schallhammer, or soundtomography devices, etc.
- **Language Skills:** Knowledge of both English and German is required to interpret technical documents and communicate effectively.

**Subfactor C: Subcontracting Information (Maximum 1 Page)**
The Vendor must provide the following documentation for either (1) or (2), as applicable:

(1) A statement that all work performed under the contract must be performed exclusively by the Vendor, <u>or</u>

(2) A list of proposed subcontractors, joint ventures, or other business partners that will provide work under the contract. The list must contain contact information for each company and explain what work each party will perform under the contract. In addition, the Vendor must provide a letter of intent from each party on the list demonstrating intent to subcontract, partner or otherwise work with the Vendor in the performance of the contract. The letter must be written on that party's letterhead and signed by an authorized representative. The Government reserves the right to contact proposed subcontractors, joint ventures, or other business partners to verify letters of intent.

**Subfactor D: Supplier Performance Risk**
The Vendor must submit their Commercial Government Entity (CAGE) code with the quote for verification of vendor risk in accordance with the Provision at DFARS 252.204-7024, Notice of the Use of the Supplier Performance Risk System (SRPS).

**FACTOR 2 – EXPERIENCE – (Maximum 3 Pages)**
The Vendor must provide a volume of three (maximum) previous contracts/orders demonstrating that the Vendor and/or one or more of its subcontractors have relevant experience performed within the recent period described below.

(1) Recent experience is defined as work ongoing or completed within seven years preceding the issuance of this solicitation.

(2) Relevant experience is defined as performance of efforts involving requirements that are similar in:

i. Scope Tasks Defined under PWS Section 5.2 and

ii. Magnitude of Effort (a contract or aggregated contracts during the seven-year period totaling at least $75,000 per year. A maximum of three (3) separate contracts in total may be combined as examples to satisfy this requirement)

At a minimum, a Vendor must provide the following information for each contract that it relies upon to meet the "recent" and "relevant" experience requirements:

(1) Primary place of performance and customer name;

(2) Contract number (if applicable);

(3) A narrative explaining the requirement, its tasks, scope, and how it is relevant to the requirements of this solicitation;

(4) Contract performance dates; and

(5) Total contract obligated value.

**FACTOR 3 – PRICE**

Vendors must complete and submit Attachment 2 for pricing and follow all instructions listed on the instructions sheet.

Vendors must enter the total price in U.S. Dollars ($) or Euros (€), for each line item. Quoted units must be provided with only 2-digits after the decimal point. Prices provided must be fully loaded, inclusive of all fees, overheads, G&A, insurance, profits, or any other markups.

Complete pricing for each CLIN as required without taxes and duties for which the U.S. Government is exempt. The Government reserves the right to not consider quotes for award that fail to remove these.

The Total Evaluated Price (TEP) must be comprised of the summation of all CLINs. In the event there is a difference between a unit price and the total amount, the unit price will be held to be the intended quote and the total of the CLIN will be recomputed accordingly.

**III. Paragraph (b) - Period for Acceptance of Quotes** - is tailored to read: The Vendor agrees to hold the prices in its quote firm for 90 calendar days from the date specified in this solicitation for receipt of quotes. A written notice of award or acceptance of an quote, mailed or otherwise furnished to the successful Vendor within the time for acceptance specified above, must result in a binding contract without further action by either party. Before the quote's specified expiration time, the Government may accept a quote (or part of a quote), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

**V. Paragraph (d) Contract Award** - The Government intends to evaluate quotes and make award(s) on initial proposal submissions. Therefore, the Vendor's initial quote should contain the Vendor's best terms from a price and technical standpoint. Vendors are cautioned that the

government does not intent to hold formal communications, clarifications, and/or discussions with Vendors, as prescribed in FAR part 15. This procurement is being conducted using FAR RFO Part 12 procedures. As such, the government has broad discretion to fashion suitable evaluation procedures, inclusive of determining whether to permit Vendors to revise their proposals and/or address any material failures in such submissions if determined to be in the best interest of the government.

The completion and submission to the Government of the above items listed in this Provision will constitute the quote. The quote must communicate the Vendor's unconditional assent to the terms and conditions in this solicitation, including any attachments and documents incorporated by reference. The Vendor's failure or refusal to agree to any of the terms and conditions of this solicitation or the Vendor's imposition of additional conditions or any material omission in its quote may constitute a deficiency which will make the quote unacceptable to the Government.

This request does not commit the Government to pay any costs incurred in the preparation and submission of your quote or in making any necessary studies for the preparation thereof, or for any visit the Contracting Officer may request for the purpose of clarification of the quote or for revisions provided in response to communications.

**AVAILABILITY OF FUNDS**
**Funds are NOT presently available for this acquisition. No contract award will be made until appropriated funds are made available.**

**VI. Paragraph (e) - Debriefing/Request for Information**. If a Vendor requests information concerning an award that was based on factors other than price alone, a brief explanation of the basis for the award decision must be provided IAW FAR RFO 12.301(b).

***--End of Addenda--***

**Addendum to Provision 52.212-2 EVALUATION--COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES:**
**Evaluation Methodology -** The Government will award a purchase order resulting from this solicitation utilizingFAR RFO Part 12.

The Government will determine best value based on evaluation of price with non-price factors considered. The quote that is determined to be the most beneficial to the Government, considering the 3 evaluation factors (Technical, Experience, and Price), will be used to determine award. However, the Government reserves the right to award no contract.

The factors ranked by importance from highest to lowest are:

(1) Technical
(2) Experience

(3) Price

The Technical rating will be based on an “Acceptable” / “Unacceptable” basis for subfactors A, C and D and “Confidence” basis for subfactor B.

A quote is un-awardable at any price and will not be evaluated further if:

- The vendor is not SAM registered,
- Any subfactors receive a rating of “Unacceptable” or “Low Confidence” rating.

The following factors will be used to evaluate quotes:

**FACTOR 1 – Technical**:

**Subfactor A – Certifications and Qualifications**
The rating will be based on an "Acceptable or Unacceptable" basis. The following definitions will be utilized:

Acceptable: The quote includes all the certifications as required in the Addendum to 52.212-1 for Subfactor A.

Unacceptable: The quote does not include all the documentation as required in the Addendum to 52.212-1 for Subfactor A.

**Subfactor B – Capability/Knowledge**
The rating will be based on a Government assessment of its confidence that the vendor will successfully perform all requirements based on its capabilities and knowledge. The following definitions will be utilized:

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| High Confidence | The Government has high confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract with little or no Government intervention. |
| Some Confidence | The Government has some confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract with some Government intervention. |
| Low Confidence | The Government has low confidence that the Offeror understands the requirement, proposes a sound approach, or will be successful in performing the contract even with Government intervention. |

**Subfactor C - Subcontracting Information**

The rating will be based on an "Acceptable or Unacceptable" basis. The following definitions will be utilized:

Acceptable: The quote includes all the documentation as required in the Addendum to 52.212-1 for Subfactor C.

Unacceptable: The quote does not include all the documentation as required in the Addendum to 52.212-1 for Subfactor C.

**Subfactor D - Supplier Performance Risk**
The Government will consider Risk in accordance with the Provision at DFARS 252.204-7024, Notice on the Use of the Supplier Performance Risk System, as supplemented by this criterion. The Government will consider only Item and Price Risk as described in the Provision. For purposes of this Risk assessment, the Government will only consider information contained in the Supplier Performance Risk System (SPRS). Any questions or concerns the Vendor has concerning its SPRS risk assessments should be addressed as described in paragraph (d) of DFARS 252.204-7024.

The rating will be based on an "Acceptable or Unacceptable" basis. If the Vendor does not receive an “Acceptable” rating for this factor, the quote may not be evaluated any further and the Vendor may be eliminated from further consideration for award. The following definitions will be utilized:

Acceptable: Vendor has a risk score of Green, Purple, Blue, or Black. Vendors without a Supplier Risk Assessment in SPRS will be treated as neutral, which is considered acceptable.

Unacceptable: Vendor has a Supplier Risk Score of Yellow, Red, or Grey.

**FACTOR 2 - EXPERIENCE**
The rating will be based on an "Acceptable or Unacceptable" basis. The following definitions will be utilized:

Acceptable: The quote demonstrates that the Vendor and/or one or more of its subcontractors have “recent” and “relevant” experience as required in the Addendum to 52.212-1 for Factor 2.

Unacceptable: The quote does not demonstrate “recent” and “relevant” experience as required in the Addendum to 52.212-1 for Factor 2.

**FACTOR 3 – PRICE**
Price will be evaluated as follows:

(1) Completeness: The Government will review the pricing submissions for completeness and compliance with solicitation Provision FAR 52.212-1.

(2) Unbalanced Pricing: The Government may determine that an quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options must not obligate the Government to exercise the option(s).

(3) Fair and Reasonableness: The Vendor's price will be evaluated in accordance with FAR FAR 12.204(a). The realism of proposed prices will NOT be evaluated. If only one quote is received in response to this solicitation, the Government will follow the procedure at DFARS 213.500-70.

(4) Total Evaluated Price (TEP): The Government will add the total price for all options to the total price for the basic requirement to arrive at a total evaluated price (TEP). Except when a quote is in a currency not permitted by the solicitation, if the Government receives quotes in more than one currency, the Government will evaluate quotes by converting the foreign currency to United States currency in accordance with FAR provision 52.225-17.

***--End of Addenda--***

**Addendum to Clause 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES:**

**I. Paragraph (b) Inspection/Acceptance:** Inspection and acceptance will be performed at the locations identified in the PWS.

**II. Paragraph (c) Assignment**: is replaced by DFARS 252.232-7008 ASSIGNMENT OF CLAIMS (OVERSEAS).

**III. Paragraph (k) Taxes** is deleted and replaced as follows:

"(k) Taxes. The contract price includes all applicable Foreign, Federal, State, and local taxes and duties except for taxes and duties from which the United States Government is exempt by virtue of tax agreements between the United States Government and the country in which expenditures are made by or on behalf of the United States."

***--End of Addenda--***

**Addendum to block 18a "Payment will be made by" of Standard Form 1449:**

**NOTE TO CONTRACTORS:**
Contractors are required to submit their invoices through Wide Area Workflow (WAWF). Payment status can be viewed within this system.

Payment inquiries can be submitted to dfas.rheinland-pfalz.jht.mbx.dgk-vendorpay@army.mil

DFAS Europe has transitioned the Value Added Tax (VAT) form to a fully electronic process using myInvoice. This change will allow all vendors the ability to download completed VAT forms immediately for any paid invoice.

**Paper VAT forms will no longer be accepted**
A new tutorial on YouTube is demonstrating how to retrieve your completed electronic VAT. This video has both English and German captions, which can be accessed by turning on the video captions (click the three dots in the corner of the video, then select "Captions" and pick the appropriate language). The video tutorial is located here: https://www.youtube.com/watch?v=6XCjhhakvUU

All vendors will first need to register for Wide-Area Workflow (WAWF) via the Procurement Integrated Enterprise Environment (PIEE). The user role will be Vendor or Vendor (View Only). Once you have an active role in WAWF, you will also have access to myInvoice. Please use the below links for assistance in registering and using these systems.

Vendor Registration in PIEE:
https://pieetraining.eb.mil/wbt/xhtml/wbt/portal/overview/vendorRegister.xhtml
Getting Started in myInvoice (Online Training):
https://pieetraining.eb.mil/wbt/xhtml/wbt/minv/index.xhtml
MyInvoice Payment Status eTutorial in YouTube:
German Language: https://www.youtube.com/watch?v=wUfCFtFZepU
English Language: https://www.youtube.com/watch?v=sbYi85oRH5o

If you have any questions on this new process or need assistance, please contact DFAS by phone or email: Commercial 0631 411 6523 / DSN 314-483-6523 dfas.rheinland-pfalz.jht.mbx.dgk-customerservice@army.mil

**GERMAN:**
DFAS Europe stellt den Prozess für Abwicklungsscheine mit myInvoice auf voll elektronisch um. Diese Änderung ermöglicht es allen Firmen / Unternehmen, ausgefüllte Abwicklungsscheine für jede bezahlte Rechnung sofort herunterzuladen.

**Abwicklungsscheine in Papierform werden nicht mehr akzeptiert.**

DFAS hat auf YouTube ein neues Tutorial erstellt, das zeigt, wie Sie Ihre ausgefüllten elektronischen Abwicklungsscheine abrufen können. Dieses Video enthält sowohl englische als auch deutsche Untertitel, auf die Sie zugreifen können, indem Sie die Videotitel aktivieren (klicken Sie auf die drei Punkte in der Ecke des Videos, wählen Sie dann „Untertitel“ und wählen Sie die entsprechende Sprache aus). Das Video-Tutorial finden Sie hier: https://www.youtube.com/watch?v=6XCjhhakvUU

Alle Firmen / Unternehmen müssen sich zunächst über die Procurement Integrated Enterprise Environment (PIEE) für den Wide-Area Workflow (WAWF) registrieren. Die Benutzerrolle ist Anbieter (vendor) oder Anbieter (vendor/ nur Ansicht/View Only). Sobald Sie eine aktive Rolle in WAWF haben, haben Sie auch Zugriff auf myInvoice. Bitte verwenden Sie die folgenden Links, um Hilfe bei der Registrierung und Verwendung dieser Systeme zu erhalten.

Firmen Registrierung in PIEE:
https://pieetraining.eb.mil/wbt/xhtml/wbt/portal/overview/vendorRegister.xhtml
Erste Schritte in myInvoice (Online-Training):
https://pieetraining.eb.mil/wbt/xhtml/wbt/minv/index.xhtml
MyInvoice Zahlungsstatus eTutorial in YouTube:
Auf Deutsch: https://www.youtube.com/watch?v=wUfCFtFZepU
Auf Englisch: https://www.youtube.com/watch?v=sbYi85oRH5o

Wenn Sie Fragen zu diesem neuen Prozess haben oder Hilfe benötigen, kontaktieren Sie uns bitte per Telefon oder E-Mail: Commercial 0631 411 6523 / DSN 314-483-6523 dfas.rheinland-pfalz.jht.mbx.dgk-customerservice@army.mil