

**EMBASSY OF BRAZIL**

**INVITATION TO BID 04/2023**

Annex I

Receptionist Services for the Embassy of Brazil

1. **SCOPE OF SERVICES**

The company to be selected shall provide candidates for the Embassy to interview, review and approve as potential temporary staffing placements. These services (Services) shall include the review of Embassy job description(s) for temporary receptionist staffing positions (“Temporary Staffing”) identifying potential candidate(s) that meet the requirements of the job description(s), and screening the candidate(s) before presenting to the Embassy.

1. **GENERAL JOB DESCRIPTION**
   1. At no cost to the Embassy, the Agency will be responsible for the recruitment, screening, skills testing, training and on-boarding of all temporary flexible, temporary-to-hire and direct-placement candidates. The Agency will meet, interview, and screen the candidates in person prior to submitting his/her resume to Embassy. The Agency will also conduct credit checks and criminal background checks, and provide references to the Embassy for review and further inquiry.
   2. At no cost to Embassy, the Agency will provide qualified candidates for Embassy to interview, review and approve for temporary staffing placement with the Embassy.
   3. All qualified Temporary Staffing candidates must:
2. Speak fluent English and Portuguese
3. Dress in clean and appropriate business, according to dress code provided by the Embassy
4. Perform assignments and duties in accordance with directions from the Embassy’s administrative heads
5. In the event that any Temporary Staffing placement by the Agency is unacceptable to the Embassy, the Agency shall be prepared to replace the Temporary Staffing Candidate the next business day. The Agency acknowledges the Embassy’s special Temporary Staffing needs and will agree to have a pool of five (5) qualified candidates ready willing and able to be placed with the Embassy at any given time
6. Requests for replacement of the temporary staffing candidate shall be at the Embassy’s sole discretion
7. **CONTRACT PERIOD**

The contract to be signed shall be valid for one (1) year and may be extended for up to four (4) additional periods of one year each.

1. **CONTRACTOR RESPONSIBILITIES**
   1. The company to be selected shall perform the following:
      1. Maintain the required number of staff to render the services established in the contract, without interruption;
      2. Supervise and direct its employees towards the quality of the services to be rendered;
      3. Instruct its employees concerning the activities to be carried out, advising them not to engage in activities that are not in accordance with the contract. The Contractor shall report to the Embassy any case in which an employee engages in an activity that lies outside the scope of his or her responsibilities;
      4. Maintain all the conditions of eligibility and qualification required in the bidding process for the duration of the contract, in compliance with its obligations;
      5. Comply with guidelines provided by the Administration Office;
      6. Replace, whenever required by the Embassy, any employee whose performance or behavior is deemed harmful, inconvenient, unsatisfactory or incompatible with the exercise of the functions assigned to him or her;
      7. Provide the Embassy with all employee information, according to Clause 8 of these Terms of Reference, in the case of all new hires;
      8. Assume responsibility for any damage caused by its employees or agents to third parties or to the Embassy itself, once the liability is proven;
      9. Refrain from subcontracting, in whole or in part, the services contracted hereunder;
      10. Report to the Embassy any irregularity occurring during the provision of services;
      11. Maintain confidentiality concerning all information obtained as a result of the provisions of the contract;
      12. Assume responsibility for all labor, social, tax and other obligations required by local laws. The failure of the Contractor in meeting these obligations shall not transfer said responsibility to the Embassy;
      13. Provide clarifications as requested and respond to complaints.
2. **OBLIGATIONS OF THE EMBASSY OF BRAZIL**
   1. The Embassy of Brazil shall have the following obligations:
      1. Require the fulfillment of all obligations undertaken by the Contractor in accordance with the contract provisions and under the terms and conditions of the Contractor’s Financial Proposal;
      2. Monitor and supervise the performance of services;
      3. Notify the Contractor, in writing, of flaws in the performance of services, setting a deadline for correction;
      4. Determine if a contractual employee is suitable for assignment.
3. **CONFIDENTIALITY**
   1. The Contractor shall be bound to confidentiality concerning any information its employees may become aware of during the course of their performance of contracted tasks. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the contract.
4. **LEIN AND OTHER SECURITY CLEARANCES**
   1. Upon request of the Embassy:
      1. The contractor shall only appoint employees or prospective employees to work at the location if they have cleared the LEIN (or equivalent) and other security checks, and do not have a record of felony convictions or a misdemeanor drug offense.
      2. The contractor shall obtain permission for LEIN checks for all prospective workers for the location.
      3. The contractor shall maintain an adequate pool of trained and LEIN (or equivalent) cleared relief personnel to substitute for absent regular employees.

Washington D.C. June 8, 2023.

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Head of Administration in Washington DC