Date: 03/25/2019

Address: U.S. Embassy Tashkent
3 Mayqorghon Street, Tashkent
Uzbekistan 100093

Minutes From Pre-Proposal Conference of 03/25/2019
Request for Quotation (RFQ) Number 19UZ8019Q0005

Introduction

Contracting Officer, Myron Himiak, welcomed all attendees, and introduced U.S. Embassy Tashkent Team:

Sukhrat Arifdjanov – Procurement Agent
Irina Mezentseva – Procurement Agent
Khabib Abdullayev – Housing Office
Alisher Talipov – Housing Office

Preamble

The meeting purpose is pre-proposal discussion for a contract for Cleaning services for the residences of the Embassy of the Unites States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement paragraph 1, Section 1, page 5.

Before starting of discussion of the Solicitation Package, Contracting officer mentioned that he has two main requirements. The first is to read the solicitation document very carefully, and the second to submit proposal in compliance with solicitation requirements. If you worked in past with US Embassy but did not submit proposal in compliance with solicitation it does not mean that you will be awarded. Section 3 on page 29 provides you with clear instructions what must be included to complete proposal package. Section 4 on page 32 provide is exactly what we will use to evaluate your proposal. If you have quotation please go to page 32. If something is not on this list than it will not be evaluated.
It includes compliance with Section 1 and 5. If you have questions please refer to page 32.

My colleagues will follow you with pricing, how to calculate. Make sure that you make accurate calculation.

Cleaning is very important to those who come to new post in Tashkent after travel. It is nice to come into a clean house.

That is where your responsibility begins. How we say, “First impression is like the last impression”. If the house is not clean or dusty it is also mean that my team does not do the work good. Then we will start to find out what happened. Nothing is better than to come into the clean house, please keep it in mind and provide good commercial proposal.

If you have any questions, it must come to in writing in e-mail Tashkentprocurement@state.gov. Please copy me to each e-mail, my e-mail address is in my business card. We will set a dead line for questions and then we will collect all questions and answers and send them to your e-mails in the same time. That is the way I would like to work, to make a transparency and that will help you to make accurate calculation.

Then, I will tell you good buy and give you to the Procurement and Housing offices who will explain you how to complete FS-1449.

Shukhrat Arifdjanov:

It was noted that proposals should be submitted no later than 4 pm of March 28, 2019. Proposals submitted late will not be accepted for consideration. Proposals must be in a sealed envelope marked “Quotation 19UZB019Q0005 Enclosed”.

In order for a proposal to be considered, you must also complete and submit the following:

SF-1449, Section 12, 17, 23, 24, 30.
Where:
12 – Discount terms (if any)
17 – Company name
23 – Unit price
24 – Total amount
30 – Name and title, signature and date

That is firm fixed IDIQ contract. This type of contract facilitates delivery of an indefinite quantity of supplies or performance of an indefinite quantity of services, within specified limits. This is a type of contract that allows flexibility in the quantities and the time and/or points of delivery. The price per unit of supply delivered or service performed is established using a firm fixed price.

After establishing the contract, the US government reserves the right to decide of its extension or completion of work under the contract. The Contractor will be notified of the decision in writing. In this regard, the US government expects that prices will be given, based on the possibility of renewal (Option years).
Please open page 11. There is Pricing

There is estimated quantity of square meters for inside cleaning: light, medium or heavy. And outside cleaning: heavy or regular. Please complete the table with rate per square meter and total. Please provide accurate calculation. Option year one is the second year. Option year two is the third year. Please note that price of the Contract cannot be change, you will need to calculate everything.

1.16 on page 12. Grand total for all years: base year, plus all option years.

Page 13. Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

Contract Minimums and Maximums

Minimum: The Government shall place orders totaling a minimum of 3,000 US Dollars. This reflects the contract minimum for each executed year of the contract.

Maximum: The amount of all orders shall not exceed 20,000 US Dollars. This reflects the contract maximum for each executed year of the contract.


This kind of insurance must be included for this contract. Please see the DOL web site where you can purchase it. DBA insurance cost must be included to your commercial proposal. Please note that you will have to purchase DBA insurance only if Contract awarded to you.

Discussion of the Solicitation Package

The following sections of solicitation were highlighted:

I. Performance Work Statement:

The meeting purpose is to make a contract for Cleaning services for the residences of the Embassy of the United States of America in Tashkent, Uzbekistan during their international official travel in accordance with Performance Work Statement paragraph 1, Section 1, page 5.

The contract will be for one-year period from the date of the contract award (Base Period), with two-year extension (Option Year Period).

Prices should be filled out for all three-year periods (Base Year plus Option Years).
II. Section 3 discussion

All the factors that we will use when considering proposals are specified in section 3, page 29. If submitted proposal missing any information specified in section 3, the proposal can be considered technically unacceptable.

One of the requirements (section 3) intends that you need to specify the value of contracts with customers with whom the company has been working for the past three years.

III. Section 4 discussion

Section 4 on page 32 reflects Evaluation factors:

- Award will be made to the lowest priced, acceptable, responsible offeror. The quoter shall submit a completed solicitation, including Section 1 and 5.

- The Government (Embassy) reserves the right to reject proposals/quotations, which do not conform to the solicitation.

- The Government (Embassy) will determine acceptability by assessing the offeror’s compliance with the term if the RFQ to include the technical information required by Section 3.

- The Government (Embassy) will determine Contractor responsibility by analyzing whether the apparent successful offeror complies with the requirement of FAR 9.1, including:
  - Adequate financial resources or the ability to obtain them;
  - Necessary organization, experience, and skills or the ability to obtain them;
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Section 4 should be reviewed carefully to know Embassy requirements.

IV. Section 5 discussion

Section 5 on page 34 talks about SAM registration.

This registration is free of charge and must be updated every year.
Conclusion

We hope that the information obtained will help you to provide acceptable and mutually beneficial offers. All questions might be asked during the meeting or send via electronic mail to address TashkentProcurement@state.gov. We will send the answers to all the companies, that will reflect the transparency of the tender and equal conditions for participation. The Contracting Officer's business card was given to you and you can contact him via e-mail if there are questions that raise doubts about the transparency of the tender. Deadline for the question is March 26, 2019 at 15.00

When decision is made, we will inform all in writing about its results, announce the winning company, and separately, each company will be informed why it did not win the tender.

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjoumed.

Myron Himiak
Contracting Officer

Enclosure:

Questions and Answers