



*Embassy of the United States of America*

*Tashkent, Uzbekistan*

**Date: 05/23/2019**

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

**Minutes From Pre-Proposal Conference of 05/23/2019  
Request for Quotation (RFQ) Number 19UZ8019Q0006**

## **Introduction**

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

Sukhrat Arifdjanov – Procurement Agent  
Irina Mezentseva – Procurement Agent  
Kaaren Mirk - Regional Security Office  
Ildar Sultanaev – Security Technician from Regional Security Office

## **Preamble**

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

It was noted that proposals should be submitted no later than 11:00 a.m. of May 28, 2019. Proposals submitted late will not be accepted for consideration. Proposals must be in a sealed envelope marked "Quotation 19UZ8019Q0006 Enclosed".

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.

SF-1449 page 3 - 4 must be completed accurate with accurate calculation.

Section 1 page 5, there is a table where the price per m2 should be provided with the total amount for the contract.

Statement of work on page 16 provides you detail what to do.

On page 19 there is a confirmation what Government of the US provides you for the work: shatter resistant window film (SRWF), distill water.

Ildar will provide with a sample for window film.

Page 34 1<sup>st</sup> paragraph – there is information about the Contracting Officer representative (COR). The COR for this contract is Ildar Sultanaev, Security technician.

If you get directives from another person other than CO or COR, please inform us immediately and do not perform any work.

COR may adjust the technical part of the contract without influence to the contract price.

If you have an issue with the price, you have to contact Myron, CO. The price will be discussed and only when the contract is modified and signed by the Contracting Officer you can do the work.

If you decided to do 100% better work and ask to be paid for it, you are not authorized because the contracts has not been modified and signed.

Section 3 on page 34 provides you with clear instructions what must be included to complete proposal package. Section 4 on page 38 provide is exactly what we will use to evaluate your proposal. If you have any question what will be evaluated please refer to page 38. If something is not on this list than it will not be evaluated.

If your solicitation document is not completed correctly, it will not be technically qualified. It is an extremely important to put all technical details in document.

Procurement office and Contracting Officer initially will evaluate your solicitation document. If it meets technical requirements, we will remove financial information and pass solicitation to the RSO office for technical acceptability. They are going to read it and provide “yes” or “no” status and why. Then, they will return the solicitation with the technical acceptability form. All technically acceptable offers will be checked with financial information. We will chose the lowest price technically acceptable offer.

If you have any questions, it must come to in writing in e-mail [Tashkentprocurement@state.gov](mailto:Tashkentprocurement@state.gov) . Please copy me to each e-mail, my e-mail address is in my business card. A dead line for questions is set for tomorrow May 24, 2019 to 15:00 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-bye and leave you with Procurement Office who will explain you in details how to complete SF-1449 and solicitation document and Regional Security office who will explain technical part of the solicitation document.

Ildar Sultanaev:

Please see page 16, there is Statement of work and general requirements:

Contractor shall provide all labor, equipment, transportation, quality control, and supervision to perform the requirements under this project; Instruments; ladders no less than 5 meters.

Information will be provided for each residence. Each windows sizes. Estimated 40 sq. m. work should be done within 1 day.

There are occupants, their belongings, furniture and draperies in the residences. You must be very accurate, clean after work and put everything on their own spaces. If you brake something, you will cover the expenses.

Regarding the windows. Please see the windows film that will be used for installation. It's self-glued. You have to remove thin layer and if there are scratches on the window you must inform us about them. You must clean the window with a razor, distilled water with shampoo.

If you want to use your cleaning supplies, please inform us about it.

We need 4 workers per 1 residence.

Please provide us with the list of employees and their passport copies and crime records certificate in advance.

Shukhrat Arifdjanov:

### **Discussion of the Solicitation Package**

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

SF-1449, Section 12, 17, 19-24, 30.

Where:

17 – Company name

23 – Unit price

24 – Total amount

30 – Name and title, signature and date

Please open page 5. There is Prices

There is quantity of square meters required for Installation of shatter resistant window film. Please complete the table with rate per square meter and price for total. Please provide accurate calculation.

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.

The Contractor is required to provide whatever insurance is legally necessary under Section I, 52.228-5, "Insurance - Work on a Government Installation." The

Contractor shall, at its own expense, provide and maintain during the entire performance period the following insurance amounts on page 12.

The following sections of solicitation were highlighted:

### I. Performance Work Statement:

The meeting purpose is to make a contract for Installation services for shatter resistant window film for the residences of the Embassy of the United States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement Section I, page 6 and 16-18.

### II. Section 3 discussion

All the factors that we will use when considering proposals are specified in section 3, page 34-35. 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 38 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.

## **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](mailto: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 May 28, 2019 at 11.00

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 adjourned.

Myron Hirniak  
Contracting Officer

Enclosure:

Questions and Answers