



*Embassy of the United States of America*

*Tashkent, Uzbekistan*

**Date: 09/19/2018**

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

**Minutes From Pre-Proposal Conference of 09/19/2018**  
**Request for Quotation (RFQ) Number 19UZ8018Q0020**

**Introduction**

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

Nodir Sadikov – Procurement Supervisor  
Polina Zolova – Procurement Agent

**Preamble**

Before starting of discussion of the Solicitation Package, was noted that proposals should be submitted no later than 4 pm of 26 September 2018. Proposals submitted late will not be accepted for consideration.

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).

That is 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.

Example: minimum under the terms of the contract - 150 insurance days per year. Suppose we received 100 insurance days per year. In this case, the Contractor has the right to invoice the US embassy for 150 insurance days specified in the contract, even if we did not use them.

Our employees travel around the world (Europe, Asia, Central and South America, Australia, CIS countries, etc.) Also we have limited trips to conflict zones. We understand the risks for insurance companies and did not include this condition in the contract, so cases of visits to conflict zones will be considered separately for each case. Nevertheless, if a company has a such insurance practice in conflict zones, they can provide them in their offer.

We expect to receive from you a special offer designed for the US embassy, taking into account our conditions. When forming prices for the specified age categories, we ask you to focus on the main directions mentioned above. We would like to receive a fixed price for each of the age categories.

## **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 LES (Locally Engaged Staff) employees at 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 four-year extension (Option Year Period).

Prices should be filled out for all five-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 34. If submitted proposal missing any information specified in section 3, the proposal can be considered technically unacceptable.

One of the questions (section 3, point c) intends that you need to specify the value of contracts with customers with whom the company has been working for the past three years. We understand that this information can be confidential. In this case, you can provide the range of the contract amount (not less and / or not more than certain amount). This information will give us an idea of the financial situation of the company, because when the insurance event occurs the company will have to pay the insurance premium.

### III. Section 4 discussion

Section 4 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 is available in the package of tender documents and you can contact him if there are questions that raise doubts about the transparency of the tender.

When decision is made, we will inform all in writing about its results, announce the winning company, and separately, each company will tell 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 Firnick  
Contracting Officer



Enclosure:

Questions and Answers