



Embassy of the United States of America

Tashkent, Uzbekistan

Date: 09/18/2019

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

**Minutes From Pre-Proposal Conference of 09/18/2019
Request for Quotation (RFQ) Number 19UZ8019Q0014**

Introduction

Contracting Officer, Heather Beggs, welcomed all attendees, and introduced U.S. Embassy Tashkent Team:

Brian Tyers – Head of IT Section, will be Contracting Officer Representative (COR) for this Contract
Todd Homan – IT section

Sukhrat Arifdjanov – Procurement Agent
Irina Mezentseva – Procurement Agent

Preamble

You are potential bidders and you are familiar with us and doing business in Central Asia.

The U.S. Embassy emphasizes transparency of the tender and equal conditions for participation .

Questions from pre-bid conference and that we receive by 11.00 a.m. tomorrow will be published with the answers on Embassy web site.

The Solicitation documents will be reviewed by the Contracting Officer.

You will be judged by the Contract requirements. We will disclose what we want from you to be evaluated.

I have some tips: often bidders make calculation errors, please follow the Instructions.

SF-1449 is a cover sheet for your completion.

Quotations are due on or before 11:00AM Tashkent time on September 27, 2019 and must be hand-delivered in a sealed envelope marked "Quotation 19UZ8019Q0014" to the Contracting Officer. NO proposal will be accepted after this time.

If you use courier services it is your responsibility to be sure that proposal delivery is on time.

If you decide to deliver the envelope to the Embassy, you must have a passport with you.

Before submission, make sure that you make accurate calculations.

The meeting purpose is a pre-proposal discussion for a contract for Diplomatic Pouch Shipment for the Embassy of the United States of America in Tashkent, Uzbekistan in accordance with The Schedule, Section 1, pages 5 and filling out estimated cost, unit cost. Check your math.

Page 14. Schedule of Supplies/Services has more details for the contract

Section 2, pages 20-36 Contract Clauses.

You are required to have SAM registration and DBA Insurance.

Page 37. Defense Base Act (DBA) insurance.

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 in your commercial proposal. You must purchase this insurance for your employees.

The price ranges from \$3,500 to \$5,000. Please include it in your proposal with a separate line.

Please note that you will have to purchase DBA insurance only if the Contract is awarded to you.

Local insurance companies do not provide DBA insurance, it is for you information to save your time.

Section 5, page 43. SAM registration

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

Section 4, page 41. 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 terms and if the RFQ includes 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.

Before starting discussion of the Solicitation Package, the Contracting Officer mentioned that she has two main recommendations. The first is to read the solicitation document very carefully, and the second to submit proposal in compliance with solicitation requirements.

Section 3 on pages 37 - 38 provides you with clear instructions on what must be included to complete the proposal package. Section 4 on page 41 provides what exactly we will use to evaluate your proposal.

If you have any questions, they must come in writing by e-mail before 11.00 on September 19, 2019 to Tashkentprocurement@state.gov .

We will collect all questions and answers and send them to your e-mails at the same time. Our transparency should help you submit an accurate proposal.

Conclusion

We hope that the information obtained will help you to provide acceptable and mutually beneficial offers. All questions may be asked during the meeting or sent via electronic mail to the address TashkentProcurement@state.gov. We will send the answers to all the companies, reflecting transparency of the tender and equal conditions for participation. Deadline for questions is September 19, 2019 at 11.00

When a decision is made, we will inform all in writing about the 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.

Heather Beggs
Contracting Officer

Enclosure:

Questions and Answers