Date: May 23, 2022

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

Minutes From Pre-Bid Site visit of 05/23/2022
Request for Quotation (RFQ) Number 19UZ8022Q0013 Fence remodeling project

Introduction

Procurement and Contracting Supervisor, Shukrat Arifdjanov, welcomed all attendees, and introduced U.S. Embassy Tashkent Team:

Avazkhon Torakhon – Building Engineering Supervisor
Farida Makhmudova – Procurement Agent
Nadira Vakhobova – Procurement Agent
Sitora Raupova – Procurement Agent

Preamble

The meeting purpose is pre-bid site visit for a contract for Consular Fence remodeling services for the Embassy of the Unites States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement, page 39-45, Attachment #1.

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 J on page 24-25 provides you with clear instructions what
must be included to complete proposal package. Section K on page 27 provide is exactly what we will use to evaluate your proposal. If something is not provided from the list on pages 24-25 than it will not be evaluated.

My colleagues will provide you with instructions on pricing, how to calculate. Make sure that you make accurate calculation and DBA insurance is included.

If you have any questions, it must come to in writing in e-mail Tashkentprocurement@state.gov till noon May 24, 2022, 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.

Now we will explain you how to complete SF-1449.

It was noted that proposals should be submitted no later than COB Tashkent time on May 27, 2022. Proposals submitted late will not be accepted for consideration.

Proposals must be in a sealed envelope marked “Quotation 19UZ8022Q0013 Enclosed”.

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

SF-1442, Section 14, 15, 30.
Where:
14 – Company name and address
15 – Telephone
30 – Name and title, signature and date

Please open page 4. There is Pricing, please include VAT as a separate line.


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 Fence remodeling services for the Embassy of the Unites States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement in Attachment #1, page 39-45.
II. Section 3 discussion

All the factors that we will use when considering proposals are specified in section K, page 27. If submitted proposal missing any information specified in section J, the proposal can be considered technically unacceptable.

One of the requirements (section J) 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 K discussion

Section K on page 27 reflects Evaluation factors:

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

- 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.

- 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.

IV. SAM registration and NDAA 889 Compliance discussion

On page 25 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. 
Deadline for the question is May 24, 2021 at noon.

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.