



Embassy of the United States of America

Tashkent, Uzbekistan

Date: 12/04/2019

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

Minutes From Pre-Proposal Conference of 12/04/2019
Request for Quotation (RFQ) Number 19UZ8020Q0002

Introduction

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

Nargiza Gaibova – HR Specialist, will be Contracting Officer Representative (COR) for this Contract

Shukhrat Arifdjanov – Procurement Supervisor

Polina Zolova – Procurement Agent

Preamble

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

Questions from pre-bid conference and that we receive by 15.00 p.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 evaluated by the Contract requirements and no other factors.

Contracting officer cautioned bidders not to make calculation errors, and to please follow the Instructions. Please read the all instructions in RFQ carefully, fill out the form, meet the deadline.

SF-1449 is a cover sheet for your completion.

Quotations are due on or before 14:00PM Tashkent time on December 16, 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.

Before submission, make sure that you make accurate calculations.

The meeting purpose is a pre-proposal discussion for a contract for an English Language Program for Locally Employed Staff of 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.

Pages 8-12. Scope of work contains a detailed description of the service that we expect to receive.

Section 1, page 5 Price table. The offeror shall submit a quote with a completed price table. Check your math.

Section 2, pages 15-27 Contract Clauses.

Section 3, page 28 contains detailed instructions to submit proposal.

Section 4, page 32 lists Evaluation factors:

- Award will be made to the lowest priced, acceptable, responsible offeror. The offeror shall submit a completed proposal, including Section 1 and 3.
- The Government (Embassy) reserves the right to reject proposals/quotations, which do not conform to the solicitation.
- 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;
 - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - satisfactory record of integrity and business ethics;
 - necessary organization, experience, and skills or the ability to obtain them;
 - necessary equipment and facilities, or the ability to obtain them; and
 - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

According to the Prompt Payment Act, invoices for service provided will be paid within 30 days after receipt. There is no prepayment option. You will need to have funds to purchase DBA insurance before starting classes. (Defense Base Act)

You are required to have SAM registration and DBA Insurance.

Shukhrat, Procurement Supervisor continued with the explanation.

Shukhrat: You must fill out the form sf-1449. Fill in the fields:

17a – The name of the company and the legal address

30a – Signature

30b – Name and title of signer

30c – Date signed

Be very careful when filling out the pricing table on page 5. You will need to indicate a price for each level of lessons, for each year and also include DBA insurance, then calculate the total amount for the Base and Option years. DBA insurance is necessary for everyone who works with U.S. Government properties. You can buy this insurance from any company that sells insurance of this type. Local insurance companies do not provide DBA insurance. The price for DBA insurance ranges from \$3,500 to \$5,000 per year. This amount will be reimbursed upon payment of the first invoice.

Page 6 reflects payment terms. Contractor shall submit invoices for payment in the local currency, Uzbek sums.

Your offer should contain all information and documents indicated on page 28. Page 32 describes all evaluation factors. Please provide information about the financial condition of the company as evidence that you can provide the appropriate service.

When submitting proposals, make sure that you have not included VAT in the price – page 6. The U.S. Embassy has a tax exemption certificate from the host government.

Nargiza, HR Specialist continued with a description of requirements.

Nargiza: The teacher must follow the requirements described.

The teacher's security clearance process will take some time. After approval of the candidacy, the teacher will have to come to the Embassy with a passport for every lesson, otherwise s/he will not be allowed into the building.

Holiday closures is shown on page 26. Information about additional weekends or holidays will be communicated.

We are looking for a teacher who has a high level of English, both spoken and written, for business communication. We need teacher for 3 group levels: Elementary (A2), Intermediate (B1), and Upper Intermediate (B2) levels. We have students of different levels of English. It will be three different groups, classes for which will take place at different times and possibly on different days. Cancellation of classes will be announced to Contractor additionally and in advance.

Room for lessons will be provided by the embassy. There is only one classroom so no class will un concurrently. All necessary support materials (study guides, textbooks, texts, class exercises, handouts, tests, audio-visual media and other materials) for training should be provided by the contractor.

Heather: If you have any questions, they must come in writing by e-mail before 15.00 p.m. on December 05, 2019 to Tashkentprocurement@state.gov

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.

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