Date: 07/08/2021

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

Pre-Proposal Conference of 07/08/2021
Request for Quotation (RFQ) Number 19UZ8021Q0033

Introduction
U.S. Embassy Tashkent Team:

Contracting Officer, Peter Christiansen
Orr Nicole - Facility Manage
Shukhrat Arifdjanov – Procurement Supervisor
Irina Mezentseva – Procurement Agent
Andrey Sevastianov - Facilities Engineer

Contracting Officer –

Welcome to our pre-proposal conference.
The meeting purpose is pre-proposal discussion for a contract for Generator Installation services for the residences of the Embassy of the United States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement, Section A to Section L.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

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 32 has clear instructions what must be included to complete proposal package. Section K on page 36 provides exactly what we will use to evaluate your proposal.

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

If you have any questions, it must come to in writing in e-mail at Tashkentprocurement@state.gov. We will set a deadline for questions 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 like to work, to make a transparency and that will help you to make accurate calculation.

Shukhrat Arifdjanov:

Proposals should be submitted no later than 11 pm of July 16, 2021. Proposals submitted late will not be accepted for consideration. Proposals must be in a sealed envelope marked “Quotation 19UZ8021Q003 Enclosed”.

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

SF-1442, Section 14, 15, 16, 17, 30.
Where:

14,15,16 – Company name, telephone and address
17 – Total amount
30 – Name and title, signature and date

That is firm fixed 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.

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.

Please open page 5. There is Pricing

There is estimated quantity of products and services. Please complete the table with rate per square meter and total. Please note that price of the Contract cannot be changed, you will need to calculate everything.
Page 32. 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 to your commercial proposal. Please note that you will have to purchase DBA insurance only if Contract awarded to you.

Offeror must be registered in SAM website accessed through https://www.sam.gov

The Solicitation documents will be reviewed by the Contracting Officer.

**Technical part of the Scope of Work will be covered by our colleague Andrey.**

U.S. Embassy in Tashkent has purposed to install residential generators for 50 + residences in the housing pool per Statement of Work, which can be found on pages 5 -16.

Access to Site: Contractor shall have limited access to the each site designated for the project except with permission by the Post.

Embassy shall provide installation details, generator, Automatic Transfer Switch and connection conduits for each site. Embassy shall provide addresses and an escort for each generator installation. Embassy shall provide a small space for the contractor team’s equipment and materials and provide access for the cement truck. Embassy shall provide on-site electric power for contractor’s power tools.

Contractor shall provide all locally available materials and equipment such as crane, cement truck, sand and cement. Contractor shall furnish all necessary tools and equipment for the project. All personnel working in the vicinity shall wear and/or use appropriate safety protection gear at all time while preforming work.

**Scope of Work**

Prepare site for concrete pad foundation
Install concrete pad for each generator according to the installation details provided
Deliver the generators to designated site and place inside by crane.
Install Automatic transfer switch and connect generators
Test generators after installation

Clean and prepare site for the new generator installation
The completed structure will have 3 years warranty, to cover any part and labor. Due to poor installation or product failure.

Project period for each installation from start to completion for each site shall be 7 calendar days.
Embassy workdays: Monday – Friday
Embassy work hours: 08:00 – 17:00
Embassy lunch hour: 12:00 - 13:00
Embassy off days: Saturday, Sunday
Embassy holidays: verify with COR
Contractor shall be required to work following embassy schedule

**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. Deadline for the question is July 9, 2021 at 12.00 pm

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.
Question #1: Is $5,000 DBA Insurance for a person?
Answer: No, for a contract.

Question #2: What currency do you pay in UZ Soums or US Dollars?
Answer: We pay in currency you indicated in contract.

Question #3: Only 7 days for installation?
Answer: We will be considering each case depending on weather conditions.

Question #4: Are residences located in Uzbekistan?
Answer: In Tashkent.

Question #5: What kind of electrical load?
Answer: Household.

Question #6: Any requirements for generators settings?
Answer: We will see in process. As for now we will keep the factory settings.

Question #7: Is a contract requires maintenance?
Answer: No, there will be a separate contract for maintenance.

Question #8: Given the tight deadline for submitting tender documentation, we ask you to send a list of documents and registrations (in detail) which must be submitted on July 16 before 11.00 am??
Answer: Please complete SF-1442 form:

Page 4 Sections 14,15,16,17,30 where 14,15,16 – Company name, telephone and address
Please provide with:
Name and title of your representative who is able to speak and write in English; 
License (permit to work)
List of clients for the last 3 years
List of completed related projects
Adequate financial information

The full package of required documents must be in a sealed envelope marked “Quotation 19UZ8021Q0033 Enclosed” hand-delivered due on or before 11:00AM Tashkent time on July 16, 2021 (come with passport original) to the following address:

Attention: Contracting Officer
Embassy of the United States of America
3, Mayqorghon Street,
5th block, Yunusobod District,
Tashkent, Uzbekistan 100093