Date: April 15, 2021

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

Pre-Proposal Conference of April 15, 2022
Request for Quotation (RFQ) Number 19UZ8022Q0009

Introduction
U.S. Embassy Tashkent Team:

Contracting Officer, Kelly Buenrostro
Nargiza Gaibova – HR Specialist
Farida Makhmudova – Procurement Agent
Nodira Vahidova - Procurement Agent
Irina Mezentseva – Procurement Agent

Contracting Officer –

The meeting purpose is pre-proposal discussion for a contract for English Language Program for Locally Employed Staff of the Embassy of the Unites States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement, Scope of Work/Specific Tasks and Attachment 1 on pages 6 – 10.

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 3 on page 27 - 28 provides you with clear instructions what must be included to complete proposal package. Section 4 on page 31 provide is 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 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 would like to work, to make a transparency and that will help you to make accurate calculation.

Irina Mezentseva

Proposals should be submitted no later than 14:00 PM Tashkent time on April 29, 2022. Please have ID with you (passport, drivers license or ID card), it should be shown to our local guards. Proposals submitted late will not be accepted for consideration. Proposals must be in a sealed envelope marked “Quotation 19UZ8022Q0009 Enclosed”.

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

SF-1449, Section 17, 21, 22, 23, 24, 30.
Where:

17 – Company name, telephone and address
24 – Total amount
30 – Name and title, signature and date

That is firm fixed price contract. 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 2. There is Pricing

There is estimated quantity of hours of services. Please provide the table with rate per hour and total. Please note that price of the Contract cannot be changed, you will need to calculate everything.

Please open Section 3 on page 27.

You should submit the following:
List of the clients for the past 3 years; Adequate financial resources; License and permits.

Section 4 Evaluation factors on page 31 is exactly what we will use to evaluate your proposal.

Also, the successful offeror(s) will be required to have a DUNS number and be registered in SAM/CCR through the following sites: DUNS – www.dnb.com and SAM/CCR 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 Nargiza.

From page - 6 to page 10

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 April 18, 2022, 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.