



Embassy of the United States of America

Tashkent, Uzbekistan

Date: 08/28/2019

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

Minutes From Pre-Proposal Conference of 08/28/2019
Request for Quotation (RFQ) Number 19UZ8019Q0011

Introduction

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

Sukhrat Arifdjanov – Procurement Agent
Irina Mezentseva – Procurement Agent
Avaz Torakhon – Contracting Officer Representative (COR), who will be your point of contact for this contract.

Preamble

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

The Solicitation document has been reviewed by the Contracting Officer.

The meeting purpose is a pre-proposal discussion for a contract for Gardening Services for the Embassy of the United States of America in Tashkent, Uzbekistan in accordance with The Schedule, Section 1, pages 5-6 and Solicitation provisions, Section 3 , pages 35-36.

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 35 - 36 provides you with clear instructions on what must be included to complete the proposal package. Section 4 on page 39 provides what exactly we will use to evaluate your proposal.

Proposals must be delivered in a sealed envelope marked "Quotation 19UZ8019Q0011" to the Contracting Officer on or before 11:00AM Tashkent time on September 4, 2019. 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.

Please see page 35, DBA insurance. You must purchase this insurance for your employees.

Pages 18-23 – are the Clauses that must be checked
Page 23 , (a) 52.222-50 Combating Trafficking in Persons should be checked, detailing what you must not do.

If you have any questions, they must come in writing by e-mail before 15.00 on August 29, 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. The Contracting Officer thanked participants and announced the Procurement team would explain how to complete the FS-1449.

Shukhrat Arifdjanov:

It was noted that proposals should be submitted no later than 11:00AM on September 4, 2019. Proposals submitted late will not be accepted for consideration.

Proposals must be in a sealed envelope marked "Quotation 19UZ8019Q001 Enclosed".

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

SF-1449, Section 12, 17, 23, 24, 30.

Where:

12 – Discount terms (if any)

17 – Company name

23 – Unit price

24 – Total amount

30 – Name and title, signature and date

After establishing the contract, the US government reserves the right to decide on an extension or completion of work under the contract. The Contractor will be notified of the decision in writing. In this regard, the US government expects that prices will be given, based on the possibility of renewal (Option year).

Please open page 6. Pricing

2.1 Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

2.2 Please complete the table with rate per month and total. Please provide an accurate calculation that predicts inflation.

2.3 Option year is the second year. Please note that price of the Contract cannot change, you will need to calculate everything.

2.4 Grand total for all years: base year, plus option year.

Page 14. Insurance. Can be purchased from local insurance company and it covers your employees. The price can be included into the contract.

Page 35. 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.

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.

If you do not speak English we can provide you with a list of insurance companies who can speak Russian.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

I. Performance Work Statement:

The meeting purpose is to make a contract for Gardening services for the Embassy of the United States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement paragraph 1, Section 1, page 7.

The contract will be for a one-year period from the date of the contract award (Base Period), with two-year extension (Option Year Period).

II. Section 3 discussion

All the factors that we will use when considering proposals are specified in section 3, page 35. If a submitted proposal is missing any information specified in section 3, the proposal can be considered technically unacceptable.

One of the requirements (section 3) requires that you specify the value of contracts with customers with whom the company has been working for the past three years.

III. Section 4 discussion

Section 4 on page 39 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.

IV. Section 5 discussion

Section 5 on page 41 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 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 August 29, 2019 at 15.00

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