November 30, 2018

RE: Minutes from the Pre-Proposal Conference of 11/29/2018
Request for Quotation (RFQ) Number 19UZ8019Q0001

Introduction

Contracting Officer, Myron Hirniak, welcomed all attendees and introduced himself as the Contracting Officer and Supervisory GSO and U.S. Embassy Tashkent Procurement Team:

Nodir Sadikov – Procurement Supervisor
Polina Zolova – Procurement Agent

Preamble

Today we will look at the terms of tender for Compulsory Third-Party Liability Insurance Policy for U.S. Government-Owned vehicles. This insurance is required by the Government of the Republic of Uzbekistan, and we as a diplomatic mission accept these requirements in accordance with the Vienna Convention.

Before starting the discussion on the Solicitation Package, 2 important things were stressed:

- proposals should be submitted no later than 4 pm on 11 December 2018. Proposals submitted late will not be accepted for consideration;
- all proposals will be evaluated transparently by the Contracting Officer after the specified deadline

Discussion on the Solicitation Package

The following sections of solicitation were highlighted:

1. Performance Work Statement:

The purpose of the meeting is to make a contract for Compulsory Third-Party Liability Insurance Policy for U.S. Government-Owned vehicles.

2. Sections A, B, L, M review

The Offerors should fill in Section A with administrative data and Section B with price.
In Section L, you can find information about required documents and detailed instruction for offers submission.

Section M tells you exactly what are the evaluation factors for award. All proposals will be evaluated according to the requirements in section M. If you wish to provide more information than indicated in section M, you can do it. If the submitted proposal misses any information specified in section M, the proposal will be considered technically unacceptable.

3. Section B discussion

As we know, the Government of Uzbekistan set a fixed price for compulsory insurance and this price will be the same for all offers. If your offer has the same price as competitors’, this is understandable.

The second column of table in section B called Annual Additional Insurance Premium. As we understand, this is a very popular type of insurance, because compulsory insurance offers a minimal policy payout. Fill in this column and then we will see the difference in prices and will understand what you can offer us.

When submitting your offers, keep in mind that the main thing for us is that we must be sure that your company has a good financial situation.

We understand that the amount of insurance premium depends on the number of accidents, disasters and other factors. For example, in the state of Florida the hurricanes occur is very often. In 2004, Hurricane Charlie caused huge losses and insurance companies were forced to pay billions of dollars to cover losses. The financial position of insurance companies deteriorated significantly after these payments and insurance companies decided either to remove hurricanes insurance or increase insurance premiums for the zones where hurricanes are common. Point B.9 called Economical Price Adjustment. It means that no adjustment will be allowed during the first twelve (12) months. After such time the Contractor or the Government may request an adjustment in premiums on an annual basis.

The rates may also be adjusted during the performance period of the contract as a result of laws enacted by the host Government, if such change in the laws has a direct impact on the cost to the Contractor to perform this contract at the contracted rate. In that event, the Contracting Officer may enter into negotiations with the Contractor to modify the contract to adjust the premium rate. The Contractor agrees to provide all documentation necessary to support any requested adjustment.

III. Section H discussion

Section H reflects special contract requirements.

Without cost to the Government Contractor shall obtain all permits, licenses, and appointments required to provide services under this contract. The Contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. Application,
justification, fees, and certifications for any licenses, required by the host Government, are entirely the responsibility of the Contractor.

We can request additional documents confirming the full legality of your business in the Republic of Uzbekistan. If such documents do not indicate full legality, the company may be disqualified.

**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 sent via electronic mail to [TashkentProcurement@state.gov](mailto:TashkentProcurement@state.gov). We will send the answers to all the companies at the same time, which ensures transparency in disseminating information to all prospective offerors. The Contracting Officer's business card is available in the package of tender documents and you can contact him if there are questions that raise doubts about the transparency of the tender.

When filling the offer, including price, please make sure everything is filled in accurately and correctly and complies with our requirements.

When an award decision is made, we will inform all in writing about its results, announce the winning company, and separately will tell each company why it was unsuccessful.

The conference concluded and attendees were thanked for their presence and expression of interest in this solicitation

Myron Hirniak  
Contracting Officer

Enclosure:  
Questions and Answers