

**UNITED STATES GOVERNMENT
MEMORANDUM**

DATE : August 3, 2015

FROM : Iftekhar Ahmed – Procurement Agent

SUBJECT : Pre-proposal meeting for Consular anti-fraud campaign.

THROUGH : David Nickerson – Contracting Officer

TO : File

The Contracting Office arranged a pre-proposal meeting for Consular anti-fraud campaign requirement for the US Embassy Dhaka. The full solicitation package was posted on the Embassy website on July 26, 2015.

A total of seven (7) participants from five (5) media companies attended the pre-proposal meeting, held on August 2, 2015 at 1100 hrs. at the Chancery Building, US Embassy, Baridhara, Dhaka.

In the pre-proposal meeting Contracting Officer David Nickerson started the meeting by delivering the welcome speech. He introduced himself and then introduced Iftekhar Ahmed – Procurement Agent, Md. Khan Jahan Ali – Procurement Supervisor, Farouk Khan – Point of Contact (POC) & Vice Consul, Erin Ramsey Wilhem – Fraud Prevention Manager and Ashique Azmal Rushdi – Info Asst, Public Affairs Section.

Mr. Nickerson mentioned a few points in the meeting:

- a) with the exception of questions that can be addressed through provisions of the solicitation, any comments or queries on the solicitation from the contractor must be forwarded in writing to Contracting Officer, verbal query or discussion is not binding.
- b) Offerors will be treated fairly and our intention is to ensure everybody's fair participation,
- c) The conversation in the conference would not change the solicitation until and unless written amendment(s) is formally made,
- d) The Government intends to award contract resulting from this solicitation to the lowest priced, technically acceptable offeror who is responsible.
- E) Deadline for submission of written questions is 6th August 12:00 hrs.
- f) Quotation must be submitted on or before 16:30 on August 12th. Any quotation submitted after that will not be accepted.

Mr. Farouk Khan gave the participants a brief description on the requirement and the Contracting Officer added that in the offer vendors must submit quotations with line items for each option (i.e. 60 second ad, 40 second ad, etc.)

In reply to one participant's question, Mr. Farouk Khan – Vice Consul told the participants that the shorts cannot be offensive and must convey the three messages mentioned in the scope of work.

Mr. Nickerson asked the participants that for questions, if any, must be forwarded to Iftekhar Ahmed **by is 6th August 12:00 BDT** and after receiving all of the questions, we will prepare the answers and these would be disseminated to all the prospective contractors participated in the pre-proposal conference as well as those that did not.

Mr. Nickerson discussed period of performance for this contract and evaluation factors.

Mr. Farouk Khan highlighted some requirement from the Performance Work Statement and in response to one participant's question clarified about the format of the shorts.

Mr. Khan Jahan Ali discussed with the participants the provisions in Sections 3, SF-1449 requirement, highlighting numbers 12-18, Dun & Bradstreet Number and SAM registration requirement.

Mr. Nickerson again informed that participants that offer are due on or before 16:30 on August 12, 2015. No exceptions will be made. Tentative award date is the first week of September and the performance start date Mid-September.

The meeting ended with a message of thanks by Mr. Nickerson.