

Pre-proposal conference and site visit – solicitation # SBN15015Q0001

Questions and Answers

Q#1: Can we visit the delivery site?

A#1: The solicitation time frame does not allow a visit. However each bidder should consider a possibility of different site condition and insert the impact in the price now.

Q#2: Is the DUNS an IFU?

A#2: No DUNS is just related to doing business with US Government. It is required prior to award this contract.

Q#3: Are gym equipment be dismounted?

A#3: No, as far as they can come through the door easily.

Q#4: Are we moving air conditioner units?

A#4: No.

Q#5: Are we moving generators?

A#5: No

Q#6: What is the link to the website to retrieve the solicitation package?

A#6: <http://cotonou.usembassy.gov/en-business.html>

Q#7: How many safes will be moved?

A#7: Total of 39

Chancery Compound: 9 four/five drawer, 12 two/three drawer

Annex Compound: 3 four/five drawer, 8 two/three drawer

USAID: 3

PD: 3 two/three drawer

The following were areas unavailable to be seen during the site visit, 11/18/2014; this notice is intended to be a supplement to the original solicitation. These are estimates, subject to change.

Chancery Compound – Office equipment, consular equipment, and personal effects will be moved to NEC. Furniture will be moved to Annex for auction. Offices are very similar to other offices seen in Chancery Compound.

Chancery CAA

8 desks/work stations

16 personal file boxes

9 computers
7 printers
1 badge machine
1 shredder

Consular Section

6 desks/work stations
12 personal file boxes + computers
3-4 printers
1 photocopier
1 shredder
3 safes

APO Mail Room and IT Storage

3 work stations
6 personal file boxes + computers
2 printers
Metal mail weighing scales (large and small)
Miscellaneous mail processing items
25 computer boxes; 15 larger boxes (~50cm x 70cm)

Additional Materials for Self-Move Space

(materials provided by Contractor, moved by Embassy)

10 computer stations
5 printers
15 personal file boxes

USAID File Storage and Director's Office

Outdoor File Storage Closet – 100 file boxes
Director's Office – 3 personal file boxes; 5 additional file boxes