

EMBASSY OF THE UNITED STATES OF AMERICA



**Minutes of Pre-Quotation Conference
Solicitation SCB60016Q0006**

“Provision of Travel Management Services to U.S. Embassy-Phnom Penh”

April 07, 2016

General Services Office
U.S. Embassy Phnom Penh
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Minutes from Pre-Quotation Conference of April 04, 2016

Introduction

The Contracting Officer welcomed all attendees, introduced the following staffs to the attendees:

- Procurement Supervisor
- Travel Assistant as COR
- Procurement Agent

Discussion of the Solicitation Package

1. Contracting Officer explained the purpose of the conference is to brief the overall solicitation requirements, combating trafficking in person and system for award management. The offerors were encouraged to read through all the sections and follow the instructions in the solicitation, so they will be able to submit complete quotations. Any question can be asked and will be answered in writing, sent to all prospective offerors, and posted on the Embassy’s website as soon as possible after the conference.
2. The following sections of the solicitation were highlighted:
 - Section 1 through 5 were highlighted in brief;
 - Section 3 & 4 were brought to the attention of the offerors to ensure they will comply with the solicitation provisions and requirements and submit complete quotations;
 - Travel Assistant briefed the description/work statement and transaction fee procedures in the solicitation, and explained the requirements for the travel management services;

- Quotation due date and time: **4:00 PM, local time, on April 25, 2016**. No quotation will be accepted after this time;
- Combating Trafficking in Persons (52.222-50) was mentioned. A copy of TIP clause 52.222-50 was handed over to each contractor;
- System for award management was explained to the offerors. They were encouraged to register in SAM as soon as possible and prior to the submittal of their quotations. A copy of registration guidance was provided to them.

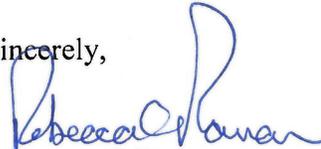
Questions:

- All questions asked during the conference will be answered in writing, sent to all prospective offerors and posted on the Embassy's website as soon as possible, and the offerors were encouraged to submit questions sooner rather than later.
- The attached questions were asked during the conference, and the answers attached with these minutes take precedence over those during the conference.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Embassy Phnom Penh. The meeting was adjourned.

Sincerely,



Rebecca C. Raman
Contracting Officer

Enclosure: Questions and Answers

EMBASSY OF THE UNITED STATES OF AMERICA



April 07, 2016

**First Set of Questions and Answers
Solicitation SCB60016Q0006**

Questions have been received regarding the solicitation for “Provision of Travel Management Services to U.S. Embassy-Phnom Penh”

Note to Offerors:

The information contained within these questions and answers is provided for informational purposes and under no circumstances shall it be construed to change any terms or conditions or requirements within the solicitation. If any answer does address a change in the solicitation, it will reference an Amendment.

The questions and answers are as follows:

Q1: Does the transaction fee include itineraries for overseas or domestic travel?

Answer 1: Yes, the transaction fee should include both overseas and domestic travel.

Q2: How is the transaction fee charged for hotel bookings?

Answer 2: The transaction fee applies to lodging reservation services.

Q3: What are the percentages for international travel vs. domestic travel, and for long-haul and short-haul flights?

Answer 3: Based on historical information, it is estimated that international travel covers 80% and domestic travel 20% of the TMC requirements, and most travel destinations are within USA. Long-haul and short-haul flight comprise about 50% respectively.

Q4: What is the requirement of financial statement (Internal or external statement audited by third party) to be submitted?

Answer 4: Please refer to Section 3 – Solicitation Provisions, 52.212-1, paragraph (2). Please be sure to submit financial statements that are true and reflecting the offeror’s financial health and capacity.

Q5: Is there a public bid opening that all bidders can see the quoted prices of all participating bidders?

Answer 5: Under Federal Acquisition Regulation, this solicitation has no regulatory requirement for public bid opening. Please refer to Section 3 – Solicitation Provisions and Section 4 – Evaluation Factors, for complete information on contract award procedures and determination criteria.

Q6: How payment is made?

Answer 6: Payment will be made on biweekly basis upon issuance/receipt of invoice and made via credit card or electronic fund transfer. Please refer to paragraph 15.0 - Billing and Payment Procedures, and 14.0 - Basis of Compensation to the Contractor in the solicitation document.

Q7: Is a bank guarantee required?

Answer 7: Please refer to Section 3 – Solicitation Provisions, 52.212-1, paragraph (3). International Air Transport Association (IATA) license with a deposit between USD 200,000 and 400,000 is required.

Q8: Is the vendor required to do SAM registration before submitting the quotation?

Answer 8: The prospective offerors are encouraged to register in SAM as soon as possible and prior to the submittal of their quotations. A copy of registration guidance was provided to them. Successful SAM registration is required prior to the contract award being made to the contractor.