



*Embassy of the United States of America
Phnom Penh, Cambodia*

May 24, 2012

***Minutes of Pre-Proposal Conference and Site Visit
Solicitation SCB600-12-Q-0006 – Provision of Swimming Pool Maintenance Services for US Embassy
Phnom Penh***

Date and Time: May 23, 2012 at 9:00 – 10:30 AM

Venue: CMR, and DCR

Introduction

The Procurement Supervisor welcomed all attendees, and briefed the purpose of the meeting.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted in brief:

- Section 1 on the Schedule: SF 1449 cover sheet, pricing form, and description//work statement.
- Section 3 on Solicitation Provisions
- Section 4 on Evaluation Factors

The COR guided the site visit in the CMR, and DCR, illustrating the requirements in the scope of work, work schedule for maintenance, maintenance items to be provided by the Embassy and the contractor, and the need for the quality control of the swimming pools.

Conclusion

The site visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Embassy Phnom Penh. Site visit was conducted in CMR and DCR, and was concluded at 10:30 AM.

Sincerely,
Oum Phin Pitou
Procurement Supervisor