

**AMERICAN EMBASSY NICOSIA
GARDENING AND LANDSCAPE SERVICES
SOLICITATION NO. S-CY600-15-Q-0043
MINUTES OF PRE-QUOTATION CONFERENCE
SEPTEMBER 16, 2015**

Attendees

Astiko Prasino Ltd
A.N. Kipotexnies
Dentros Ltd
Lambros Symeou

Introduction

The Procurement Agent Maria Tsaggaridou opened the conference by thanking the participants for coming and introduced Embassy personnel. She stated the purpose of the pre-quotation conference was to discuss the work statement, mandatory requirements for submission of the quotation and attempt to clarify issues so that all quoters have the same information on which to prepare their quotations.

Ms. Tsaggaridou outlined the agenda and explained that only written questions would be accepted. Written responses will be posted on the internet via Business Opportunities, (<http://cyprus.usembassy.gov>) and a record of the pre-quotation conference will also be posted on the internet.

The mandatory requirements for submission of the solicitation

• **Standard Form – 18**

Items 11(f), 13 through 16C shall be completed.

• **Section 1**

Pricing

The pricing shall be placed in this section.

Continuation to Block 11 (1.0 , 2.0, 3.0, 6.0) Schedule of Supplies and Services

This section describes the scope of work/performance work statement, working hours, holidays and the deliverables that will apply to the Contract.

• **Section 2 – Contract Clauses**

This section describes the Federal Acquisition Clauses that will apply to the contract.

• **Section 3 – Quotation Information**

This section lists the minimum information that must be included in the offer. Please include any other information that you believe would be important in evaluating your offer.

FAR 52.204-7 and the procedures for System for Award Management registration were explained.

- **Section 4 – Evaluation Factors**

This section describes how the U.S. Government will evaluate the proposals. Award will be made to the lowest priced, acceptable, responsible quoter.

- **Section 5 – Representations and Certifications Clauses**

Quoters shall complete as appropriate and submit certificates and representations with the quotation.

- **Attachments**

Attachment 2 – Landscape Areas

Attachment 3 – Quantities

Attachment 4 – Irrigation Zones

The Facility Maintenance Supervisor Mr. Nicos Agroyiannis followed by explaining in detail the Statement of Work.

Questions received will be posted on the internet via Business Opportunities, (<http://cyprus.usembassy.gov>) under Questions and Answers No. 1 and a record of the pre-quotation conference will also be posted on the internet.

Conclusion

A site visit of the Ambassador's Garden area was conducted and quoters had the opportunity to see the area. The Pre-Quotation Conference concluded and participants were thanked for their presence and expression of interest in serving the U.S. Government.