

**AMERICAN EMBASSY NICOSIA
PAINTING OF STUCCO WALLS
SOLICITATION NO.: S-CY600-16-Q-0026
MINUTES OF PRE-QUOTATION CONFERENCE
SEPTEMBER 1, 2016**

Attendees

Christos Afxentiou – Red Lines Ltd
Eleftherios Vassiliou – Sev Paints Ltd
Savvas Savva – Rockwood Constructions Ltd

Introduction

The Contracting Assistant Aliko Evangelidou opened the conference by thanking the participants for coming and introduced Embassy personnel. Then she stated that 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 offerors have the same information on which to prepare their quotations.

Ms. Evangelidou 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-proposal conference will also be posted on the internet via Business Opportunities (<http://cyprus.usembassy.gov>)

The mandatory requirements for submission of the solicitation

• **Standard Form – 1449**

Items on block 12, 17a, and 26 shall be completed.

Item 12 has to be filled with a discount amount if they wish to get paid earlier.

Items on 17a have to be filled and also the DUNS number has to be included.

Item 26 will be completed same as page 5. Total amount has to be without VAT.

• **Section 1 – The schedule (pages 3 -12)**

This section describes the specifications and work statement for the painting services.

The pricing should be placed in this section (page 5).

The deliverables and insurance amounts required are on pages 6 and 7.

Schedule of Supplies and Services (pages 13 – 17)

This describes the Scope of Work.

• **Section 2 – Contract Clauses (pages 19 – 33)**

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

The items that are ticked are the clauses that apply. The clauses are either incorporated by reference or are provided in full text. Clauses incorporated by reference shall be accessed

electronically at the link(s) indicated on page 19. The ordering procedures and limitations were explained.

- **Section 3 – Solicitation Provisions (pages 34 - 36)**

This section lists the minimum information that must be included in the offer. All information must be provided in English. Licenses must be translated into English. Offeror must specify the type/brand of paints to be used.

Copy of Insurance Certificate or statement that they will obtain has to be provided.

Solicitation provisions are either incorporated by reference or are provided in full text. Provisions incorporated by reference shall be accessed electronically at the link(s) indicated on page 35. All information must be provided in English.

52.204-7 System of Award Management (SAM) procedure was explained and handouts with the links were given to offerors.

- **Section 4 – Evaluation Factors (page 37)**

This section describes how the U.S. Government will evaluate the proposals. Lowest priced, acceptable, responsible offeror.

- **Section 5 – Representations and Certifications (pages 38 - 58)**

Complete as appropriate and submit certificates and representations. Offerors shall provide information on the Defense Base Act on page 57.

Any questions received will be posted on the Internet with the appropriate answers under Questions and Answers No. 1

Conclusion

A site visit of the Chancery and the Ambassador's Residence was conducted. The Pre-Proposal Conference concluded and participants were thanked for their expression of interest in serving the U.S. Government.