

**AMERICAN EMBASSY NICOSIA  
REST ROOM AND CABANAS REFURBISHMENTS  
SOLICITATION NO.: S-CY600-15-Q-0035  
MINUTES OF PRE-PROPOSAL CONFERENCE  
AUGUST 6, 2015**

**Attendees**

AGC Contractors Ltd  
CHR & ST Michael Ltd  
AST Apseros Constructions Ltd  
M. Achilleos Ekodomiki Ltd

**Introduction**

The Contracting Assistant Aliko Evangelidou opened the conference by thanking the participants for coming and introduced Embassy personnel. The Contracting Assistant stated that the purpose of the pre-proposal conference was to discuss the work statement, mandatory requirements for submission of the proposal and attempt to clarify issues so that all offerors have the same information on which to prepare their proposals.

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 – 18**

Items on block 11f and 13 through to 16C shall be completed and submitted under Volume I.

• **Section A – Pricing**

The pricing should be placed in this section and submitted under Volume I.

• **Section H – Contract Clauses**

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

• **Section I – Attachments**

Attachment 3 – Sample letter of Bank Guaranty

Attachment 4 - Breakdown of Price by Divisions of Specifications. Each category for each division required shall be completed and submitted under Volume I.

Attachment 5 – Specifications. This attachment describes the Statement of Work

- **Section J – Quotation Information**

This section lists the minimum information that must be included in the offer. Any other information that the offeror believes would be important evaluating their offer should be submitted.

Licenses shall be provided in English, shall be originals and certified as true copies.

Performance Schedule and Business Management/Technical Proposals shall be submitted under Volume II.

- **Section K – Evaluation Factors**

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

The offeror shall complete DOSAR 652.209-79 as appropriate and submit with their proposal under Volume I.

- **Section L – Representations, Certifications Other Statements of Offerors or Quoters**

The offeror shall complete this section as appropriate and submit with their proposal under Volume I.

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

### **Conclusion**

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