

**AMERICAN EMBASSY NICOSIA
VEHICLE FUEL
SOLICITATION NO.: S-CY600-16-Q-0024
MINUTES OF PRE-QUOTATION CONFERENCE
JULY 6, 2016**

Attendees

Hellenic Petroleum Cyprus Ltd (EKO)
Petrolina Holdings Public Ltd

Introduction

The Contracting Officer Matt Ellsworth opened the conference by thanking the participants for coming and introduced Embassy personnel.

The Contracting Assistant Aliki Evangelidou followed by stating 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.
Items 26 will be completed same as page 7.
Page 2 will be completed same as pages 5 and 6.

• **Section 1 – Pricing (Block 23 – pages 4 -7)**

The pricing should be placed in this section.
The contract will be for one year, with three option years.

Schedule of Supplies and Services (pages 8 – 9)

This describes the Scope of Work.
Task Orders will be issued on a monthly basis.

• **Section 2 – Contract Clauses (pages 10 – 24)**

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 18. The ordering procedures and limitations were explained.

- **Section 3 – Solicitation Provisions (pages 25-27)**

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 25. All information must be provided in English.

- **Section 4 – Evaluation Factors (page 28)**

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

- **Section 5 – Representations and Certifications (pages 29-46)**

Complete as appropriate and submit certificates and representations. Offerors shall provide information on the Defense Base Act on page 47.

Questions received will be posted on the internet with the appropriate answers under Questions and Answers No. 2

Conclusion

The Pre-Proposal Conference concluded and participants were thanked for their presence and expression of interest in serving the U.S. Government.



Please see below the information for System for Award Management registration (SAM).

Please complete steps 1. and 2. initially.

After receipt of the DUNS Number and NCAGE Code, only then will you be able to register in SAM.

DUNS Number:

<http://fedgov.dnb.com/webform>

NCAGE Code:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

System for Award Management (SAM):

<https://www.sam.gov/index.html>

For additional assistance you may also contact the Service Desk:

www.FSD.gov

52.204-7 System for Award Management.

As prescribed in [4.1105\(a\)\(1\)](#), use the following provision:

System for Award Management (Jul 2013)

(a) Definitions. As used in this provision-

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional System for Award Management records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at [subpart 32.11](#)) for the same concern.

“Registered in the System for Award Management (SAM) database” means that-

(1) The offeror has entered all mandatory information, including the DUNS number or the DUNS+4 number, the Contractor and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see [subpart 4.14](#)) into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number-

(i) Via the Internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and ZIP Code.

(iv) Company Mailing Address, City, State and ZIP Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov> .

(End of clause)