

**AMERICAN EMBASSY NICOSIA  
WATER SYSTEMS PROTECTION SERVICES  
SOLICITATION NO.: S-CY600-15-Q-0015  
MINUTES PRE-QUOTATION CONFERENCE  
MARCH 23, 2015**

**Attendees**

Vodapro-cnc-Chemicals Ltd

**Introduction**

The Contracting Officer – Rita Bopp opened the conference by thanking the participant for coming and introduced Embassy personnel. The Contracting Assistant – Aliko Evangelidou 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 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-quotation conference will also be posted on the internet.

**The mandatory requirements for submission of the solicitation**

- **Standard Form - 18**

Items 11 through 16, shall be completed.

- **Section 1.**

**Continuation to Block 11 - Pricing**

The pricing structure shall be placed in this section. Complete pricing for each line item, per contract period (Base Period and Four Option Year Periods). Pricing shall be in Euros and without VAT.

**Continuation to Block 11 - Work Statement**

This section describes the scope of work of the water treatment protection services.

A solicitation amendment shall be issued to delete the supply of chemicals for the Ambassador's residence swimming pool.

- **Section 2. Contract Clauses**

This section describes the contract terms and conditions. The items that are checked are the clauses that apply.

- **Section 3. Solicitation Provisions**

This section lists the minimum information that must be included in the quotation. Please include any other information you believe would be important in evaluating your quotation. FAR 52.204-7 and the procedures for System for Award Management registration were explained.

- **Section 4. Evaluation Factors**

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

- **Section 5. Representations and Certifications**

Offerors shall complete this section as appropriate and submit it with their quotation.

The Maintenance Supervisor – Nicos Agroyiannis, briefly described the Statement of Work.

**Conclusion**

The Pre-Quotation Conference concluded and the participant was thanked for their presence and expression of interest in serving the U.S. Government.