

SOLICITATION NO. S-CY600-12-Q-0003
PAINTING SERVICES
AMERICAN EMBASSY NICOSIA
MINUTES OF PRE-QUOTATION CONFERENCE/SITE VISIT
APRIL 4, 2012

Attendees

Angeliki Melahropoulou
Marios Demetriou
Panayiotis Hadjikkos
Savvas Rodosthenous
Sotiris Christoforides

Introduction

The Contracting Officer, John Gage, opened the conference. He welcomed and thanked the participants for coming to the conference and introduced Embassy personnel.

The Contracting Assistant, Aliko Evangelidou, outlined the agenda and explained the purpose of this pre-quotation conference was to discuss the work statement, mandatory requirements for submission of the solicitation and attempt to clarify issues so that all offerors have the same information on which to prepare their quotations.

Procedural Rules for conducting the conference:

Ms Evangelidou outlined that only written questions will be accepted. A record of the pre-quotation conference/ site visit and written responses will be posted on the internet as soon as possible.

• **Standard Form – 1449**

Item 12 – Discount terms, the US Embassy pays in net 30 days however the Embassy will consider discounts given for early payment.

Items 17a – Offeror Name, Address, Telephone Number and DUNS Number shall be completed. If the DUNS number has not been received by the due date of submission of the quotation, evidence that the offeror has requested the DUNS number shall be provided. Page 29, Clause 52.204-6 provides information on how to obtain a DUNS number.

Items 23, 24 and 26 shall be completed with pricing information. The average cost per square meter shall be provided as the unit price.

Items 30a, 30b and 30c Offeror Signature, Name, Title and Date shall be completed.

- **Section 1**

Pricing (pages 3 & 4)

The pricing structure shall be completed in this section. Pricing shall be exclusive of VAT.

Schedule of Supplies and Services (pages 5 – 17)

This describes the specifications and work statement for the Painting Services. The Embassy will remove curtains and wall hangings. The furniture will be moved as much as possible to the center of the room.

- **Section 2 – Contract Clauses (pages 13 – 23)**

This section describes the contract terms and conditions. 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 24.

Personnel will be required to complete security forms (page 9) and include a passport size photograph taken within the last six months. Should a US holiday fall within the project period the Contractor will not be allowed access to the premises.

- **Section 3 – Solicitation Provisions (pages 24 – 26)**

This section describes the instructions to offerors. 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 29.

This section also lists the minimum information that must be included in the offer. Specify type/brand name of paints to be used; a list of five clients, including contact name and telephone numbers for past performance references; statement or copy of the necessary insurance. Offerors shall include any other information that they believe would be important in evaluating their offer.

- **Section 4 – Evaluation Factors (pages 27-28)**

This section describes how the U.S. Government will evaluate the quotations. The Government intends to award the contract/purchase order to the lowest price technically acceptable offeror who is a responsible contractor.

- **Section 5 – Representations and Certifications (pages 29 – 43)**

This section shall be completed as appropriate and information on the Defense Base Base Act shall also be provided.

Questions were received and will be distributed with the appropriate answers under Questions & Answers No. 1.

Conclusion

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