



U.S. DEPARTMENT OF STATE

U.S. EMBASSY TEL AVIV, ISRAEL

April 25, 2014

MINUTES FROM PRE-PROPOSAL CONFERENCE OF APRIL 23, 2014

Introduction

The Contracting Officer welcomed all attendees and introduced the following:

1. Ms. Galit Dalah – Manager of the Official Residence of the U.S. Ambassador to Israel

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

1. Tender Submission Requirements and Due Date and Time;
2. Location of Venue, Date/Time, Number of Guests, and Type of Occasion;
3. Creativity is Encouraged;
4. Confirmation of Motif: New York Style Delicatessen;
5. Requirement to post Kosher Certificate prominently;
6. Instructions on Proposal Preparation: Original and three (3) original copies;
7. Agreement by winning bidder to accommodate an inspection of the facilities where food items will be prepared;
8. Agreement by the winning bidder to participate in several walkthroughs at the event's venue to coordinate technical requirements; and
9. Requirement for winning bidder's staff/team to successfully undergo security background investigations by the Embassy's Regional Security Office.

Questions

The attached questions were asked and answered during the conference

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,

Myron V. Hirniak
Contracting Officer