

**Pre-proposal Conference Notes**  
**Courier Services (LOC) Contract (S-PK330-12-Q-5627)**  
**March 27, 2012, 10:00 a.m.**

The following **key points** will be addressed by the **Contracting Officer** at the pre-proposal conference.

**QUESTION & ANSWERS**

Per U.S. Government policy, if a question asked by one offeror, the Government will provide the answer in writing to all interested offerors.

**We will take all of your questions, but we may be unable to answer all questions completely at this event.** We will document all questions and provide responses to each question in writing to all offerors. All questions and answers may be downloaded from same website where solicitation package is posted: <http://www.islamabad.usembassy.gov>

Deadline to submit questions in writing is **on or before 1500hrs March 29, 2012.** Questions may be submitted to e-mail: [latifm@state.gov](mailto:latifm@state.gov) and [khurshidA2@state.gov](mailto:khurshidA2@state.gov)

**CLOSING DATE**

The **closing date to submit proposals is on or before Tuesday, 1500hrs April 10, 2012.** **Late offers will not be accepted. No electronic offers will be accepted.** Offers will be accepted by **courier** or general post **NOT/NOT by hand**, but they **must** be received in the Embassy Mailroom by this deadline.

**PROPOSAL PACKAGE**

A proposal package should include:

One original set of following documents:

- Standard Form (SF) 1449
- Price proposal (Section-1)
- Completed section – 5 of the solicitation (Representations and Certifications)
- Technical proposal

In addition to the original proposal, please provide copies of following documents:

- Standard Form (SF) 33 (One copy)
- Completed section – 5 of the solicitation (Three copies)
- Technical proposal (Three copies)

**Only complete proposals will be considered.**

The solicitation document is organized as follows:

Standard Form 33 (p. 1)  
**(Fill in block 12, 17, 19 – 24, and 30)**

- Section 1 i) The Schedule (Continuation to SF-1449, Block 23) (p. 4)  
(Must be filled-in by offerors)
- ii) Continuation to SF-1449, Block-20, Statement of Work (Attachment A)  
(p. 8)  
(Describes the specifications and details of work to be performed)
- Section 2 Contract Clauses (p. 12)  
(FAR DOSAR clauses, order limitations, options to extend)
- Section 3 Solicitation Provisions (P. 25)  
(Provides Instructions to offerors on what info to be provided with proposal) **Read out page # 25**
- Section 4 Evaluation Factors (p. 28)  
(Explains how proposals will be evaluated for award)
- Section 5 Representations and Certifications (p. 30)  
(Offerors must read this part, fill in the blanks as required and submit this section with your proposal.)

## **MAIN/KEY POINTS OF THE SOLICITATION**

### **INDEFINITE DELIVERY, INDEFINITE QUANTITY**

This is a fixed price **Indefinite Delivery/Indefinite Quantity (IDIQ)** contract. In an IDIQ contract, the unit prices are fixed for the contract period but quantities and deliveries are indefinite (estimated/unknown). The Government agrees to purchase a guaranteed minimum quantity and may order up to a stated maximum amount.

For each year of the contract, the Government guarantees a minimum order of Pak Rs.500,000 and maximum will not exceed Pak Rs.12,500,000 (12.5 million).

### **DUNS Number (FAR clause 52.204-6 ( p. 26)**

- The offeror shall enter, in the block with its name and address on the cover page of this offer in front of their company name.

- DUNS number is required to be awarded this contract. The DUNS number must be included in the proposal.
- Offerors interested to submit their proposal must obtain DUNS number by visiting following website: <http://fedgov.dnb.com/webform>.

### **MODE AND FREQUENCY OF PAYMENTS**

- Payment will be made within 30 days upon satisfactory completion of the task and submission of legitimate invoice.
  - All payments shall be made in Pakistani Rupees.
  - 652.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE) (AUG 1999) (p. 21).

### **INSTRUCTIONS (Section 3, p. 25)**

Section 3 contains detailed information on preparing and submitting the proposal against this solicitation package. **If required information is missing in Section 3, the entire proposal may be deemed incomplete and be rejected.**

- **The SF-1449** form is very important. **Offerors must complete blocks 12, 17, 19 – 24, and 30.**
- Provide a complete and detailed Management plan (how your firm will manage the contract) with your technical proposal. In addition to management plan, the required documents include but not limited to name & qualifications of project manager; evidence of established business with permanent address and telephone listing; list of clients, demonstrating prior experience with relevant past performance information and references; evidence that you can provide necessary personnel, equipment and financial resources to perform the services; certification of insurance; evidence of licenses and permits required by local law; Compensation plan for items lost or damaged during transportation process. **page 25)**
- Again, if required information is missing in Section 3, the entire proposal may be deemed incomplete and be rejected without a technical review.

## EVALUATION FACTORS (Section 4) (p. 28)

- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- Proposals which do not include the price for base year and each option year will not be accepted.
- The lowest price will be determined by multiplying the offered prices times the estimated quantities in “Prices - Continuation of SF-1449, block 23”, and arriving at a grand total, including all options.
- **The Government will award the contract to the technically acceptable, responsible offeror with the lowest evaluated price resulting from the solicitation.** Offerors are reminded that the Government may award this contract based on initial proposals and without holding discussions. Therefore, each initial offer should contain the offeror’s best terms from both a price and technical standpoint.
- After contract award and submission of acceptable insurance certificates and copies of all applicable licenses, the Contracting Officer will issue a Notice to Proceed. The Notice to Proceed will establish a date (**a minimum of ten (10) days** from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start. (**page 7**)

## TECHNICAL EVALUATION PROCESS

Complete proposals will be evaluated in detail through the Technical Evaluation Panel (TEP). Submitting company brochures is not adequate – proposals must be specific for this particular solicitation and in the required format.

The Technical Evaluation Panel will:

- Perform detailed reviews of complete technical proposals,
- Conduct full reference checks (Provide a comprehensive list of variety of your clients including contract No. contract value, POC, and brief description of services provided),
- Review financial documentation,