MINUTES OF THE PRE-PROPOSAL CONFERENCE, August 17th, 2015, 10:00 a.m.
RFQ No. SPL90015Q0008

Solicitation Number S-PL90015Q0008- Travel Management Services for the U.S. Mission in Poland.

INTRODUCTION

The Contracting Officer, Robert Bunnell, welcomed all attendees and introduced the following Embassy representatives to the pre-proposal conference:

Monika Adamska – GSO Travel
Malgorzata Rosinska – GSO Procurement

The Contracting Officer explained the background of the travel management requirement at the U.S. Mission in Poland. He stated that the current global world-wide contract with Carlson Wagon Lit expires on November 11 2015. After that date U.S. Embassy, Warsaw is planning to award a new contract for the period of twelve months. The prospective contract will require provision of on-site support for official travels of U.S. Mission personnel, as stated in the solicitation package.

The following sections of the solicitation were highlighted:

In order for a proposal to be considered, an offeror must complete and submit the following:

- SF-1449
- Section 1, Schedule Prices
- Section 5, Representations and Certifications
- Additional information as required in Section 3
- Offers due date/local time: August 31st, 2015, 11 a.m.
- Electronic submissions will not be accepted
- Offers must be submitted to the:
  American Embassy Warsaw
  General Services Office
  Al. Ujazdowskie 29/31
  00-540 Warszawa

Section 1 – Prices. Continuation to SF-1449 Block 23

- The rates shall be provided in local currency, PLN and they shall remain fixed for the period of twelve months.
- Value added tax: the Contractor shall include VAT as a separate charge line item in Section 1.
- Payments for services will be made in local currency (PLN) monthly based on the VAT invoices. The invoices shall contain listing of all services rendered during each month.

Special attention was given to **Section 5 -** REPRESENTATIONS, CERTIFICATIONS. The Contracting Officer stressed that offerors should fill out only those that are applicable.

Additionally, it was said that before signing the contract, Offerors are required to obtain a DATA UNIVERSAL NUMBERING SYSTEM (DUNS) number and register in the System for Award Management (SAM) database. The source reference for this registration at http://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx will be provided to all interested bidders.

The Contracting Officer explained that the U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price.

The Contracting Officer informed attendees that statements made at the conference do NOT change the solicitation. If any changes to the solicitation are needed they will be made by issuance of a written amendment to the solicitation.

QUESTIONS:

The attached questions were asked during the conference or immediately after the conference.

CONCLUSION:
Offers, which do not meet the deadline, shall not be considered. The offers must be provided in English. All prospective offerors receive the same information; and no offeror has access to information that other offerors lack. This memo and Q&As are hereby posted on the U.S. Embassy website.

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

Sincerely,

/s/
Robert Bunnell
Contracting Officer

Attachment: Q&As

Questions and Answers

Question 1: In reference to Section 3, paragraph 1.2.1 do we have to provide CVs of personnel currently working at the Embassy (they would continue to work at the Embassy if the contract was awarded to our company)? Do we need to prepare the separate documents attached to the bid package?
Answer 1: Yes. Please provide the CV information for all personnel who will be employed by your firm for the purpose of the prospective contract regardless of their current employment status. This information shall be provided as a part of your Quotation document, as instructed in Section 3 ADDENDUM to 52.212-1 and it should clearly refer to Section 3 paragraph 1.2.1.

Q2: Is it enough to state that our firm uses SABRE automated reservation system?
A2: As stated in Section 3, paragraph 1.2.2 it is sufficient to identify a system used by the offeror.

Q3. We are not able to provide a full list of customers for the last three years. Is it sufficient to provide references instead? We may not reveal the values of signed contracts as it is confidential information. Is this acceptable?
A3: Please provide as much information as possible about your past performance as addressed in Section 3, paragraph 1.2.8 and provide justification or an official statement about any information which you deem restricted.

Q4: What kind of evidence do we need to submit for the necessary personnel, equipment and financial resources under this contract?
A4: In reference to Section 3, paragraph 1.2.8 (2) it is up to the offeror to present convincing justification/evidence that he/she is able to handle the prospective contract.