

MINUTES for PRE-PROPOSAL CONFERENCE

DATE : May 6, 2014 at 11:00 a.m.
SUBJ. : Catering for the 4th of July Reception

PARTICIPANTS : Attendees cited in the Conference

Glenn K. Lewis	Contracting Officer
Stephanie Holler	Catering Coordinator
Caroline Hanna	Mgt. Asst.
Meral Yalhi	Acquisitions Supervisor

USG (United States Government) representatives welcomed all attendees and discussed the following:

1. The USG representatives provided the following general information on the solicitation:
 - 1.1. This contract is a firm fixed price contract for the contractor to provide Catering Services for the 4th of July Reception in the garden of the Ambassador's Residence in Ankara to be held on July 3, 2014 between 7:00-9:00 PM.
 - 1.2. The awardee will be responsible for providing cold and hot dishes and desserts for alternatively 1,000, 1,500 or 2,000 guests, sufficient number of staff, bistro tables, glasses, lighting and the ability to keep hot foods hot, and cold foods cold. The USG will provide trash bags/cans, ice, table decorations, beverages, fresh flowers, and candles.
 - 1.3. Offerors are to submit separate technical and price proposals. The price proposal will consist of the filled-out SF1449 form, Pricing section in TL currency and Attachment A for suggested menu of 10 dishes each of cold and hot dishes, and desserts.
2. The offeror is to fill-out Attachment A with the unit price and total for each dish which includes the offeror's overhead and running expenses. Once we receive the proposals, evaluation will be conducted; companies that provide proposals within the competitive range will be asked to provide selected dishes for further evaluation. Tasting of the dishes will be conducted at a venue to be subsequently announced. Finally, the contract will be awarded to the company that provides the lowest priced, technically acceptable offer. The offerors have been invited to bid based on their high standards and past experience in catering for VIP cocktails, so each contractor should be aware of the required quality, the sufficient amount of food to provide to each guest, as well as adequate staffing to cater the event.
3. The awardee is to provide the list of their staff and legible ID copies ('kimlik') with a realistic staff increase to compensate for any staffing changes (approximately 10% extra) electronically by June 10, 2014.
4. U.S. Government representatives conveyed that the deadline for questions is 10:00 a.m. on May 9, 2014. Separate technical and price proposals are to be submitted electronically and in hard-copy no later than 10:00 a.m. on May 15, 2014. No late proposals will be accepted.
5. The questions posed by the attendees and the answers are as follows:
 - 5.1. Will the reception be done as a buffet? No, service will be done in cocktail style where the waiters will distribute finger-food equally among guests.
 - 5.2. How are we to provide the prices for each dish and which dishes will you select? Prices for each dish are to be provided in the BOQ of Attachment A. Whether it is the same price for each dish or different prices will be the offeror's prerogative. U.S. Government will select

dishes which display a mixture of Turkish, U.S., and International cuisine. Attention should be given to the fact that 'Iftar' will take place during the reception and appropriate food such as dates or soup in small cups should be provided to those guests who are fasting.

- 5.3. How experienced should our staff be? The serving staff should be trained and experienced for high level receptions and behave in a becoming manner.

U.S. Government representatives thanked the attendees for showing interest to this solicitation and the meeting was adjourned.