

Pre-Quotation Conference Minutes
Furniture Renovation Services
Solicitation No: SUP300-16-Q-00012

June 14, 2016

4 Ihor Sikorskiy St.
Kyiv, Ukraine

Minutes from Pre-Quotation Conference of June 14, 2016, 14:00 – 15:00 at the US Embassy

Introduction

The Contracting Assistant welcomed all attendees and introduced contracting and technical representatives.

Contracting representative:

- Trisha Presto, Contracting Officer
- Alla Biguniak, Contracting Assistant

Technical representatives:

- Igor Sviridov, Senior Supply Supervisor
- Sergii Poyarkov, Storekeeper

Inspection of the examples of furniture at the US Embassy's Warehouse

The examples of furniture were provided to all attendees for inspection at the US Embassy's warehouse.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- 1) Standard form 1449
SF 1449 should be properly filled and submitted together with the solicitation package. Due date is June 24, 2016, 16:00. No offers will be considered that do not meet the deadline.
- 2) Duration of the contract
Base year and two option years at the option of the Government.
- 3) Prices
Section I clause A Pricing shall be completed and total price for each performance period and grand total for all option years shall be properly calculated.

4) Solicitation Provisions, Evaluation factors, Representations & Certifications

Section 3 – Solicitation Provisions provides the instructions to the bidders how to prepare the proposal package and what are the most important components of the proposal.

Section 4 – Evaluation factors provides the proposal evaluation factors and criteria.

Proposals should be submitted in time and comply with section 3. Evaluation of the proposals will be made on price and technical basis.

Section 5 – Representations & certifications should be properly filled.

Questions:

1) What are the criteria for furniture renovation services to be accepted by Contracting Officer Representative (COR)?

Furniture renovation services will be accepted by COR if all requested defects are removed and no new defects have appeared (for example, defects caused by transportation).

2) Is pricing the predominant evaluation factor?

No. According to the Section 4 Evaluation Factors, the award will be made to the lowest priced, acceptable, responsible offeror.

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,



Trish Presto
Contracting Officer