

Pre-Proposal Conference Minutes

Packing & Shipping Services

Solicitation No: SUP300-16-Q-0003

January 21, 2016

4 Igor Sikorsky str.
04112, Kyiv, Ukraine

Minutes from Pre-Proposal Conference of January 21, 2016, 14:00 – 15:00 at the US Embassy

Introduction

The Contracting Officer welcomed all attendees, introduced GSO procurement staff and technical representative.

Contracting representatives:

- Adrian Lanspeary, Contracting Officer
- Trisha Presto, Contracting Officer
- Lyudmyla Fatyeyeva, Contracting Assistant
- Iryna Usenko, Procurement Assistant

Technical representatives:

- Alexander Sova, Customs & Shipping Assistant

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 February 12, 2016, 17:00. No offers will be considered that do not meet the deadline.
- 2) Duration of the contract
Base year and four option years at the option of the Government.
- 3) Prices
Section I clause III 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.
- 5) FAR 52.222-50, Combating Trafficking in Persons. If contractors will be providing housing for their personnel then they must provide housing plan which demonstrates that the Contractor-provided housing will be in accordance with all applicable laws, as well as adequate health/safety issues.
- 6) System for Award Management (SAM) registration requirement which is required prior to award of the contract. Section 3, ADDENDUM TO SOLICITATION PROVISIONS, FAR 52.204-7 and www.sam.gov
- 7) Questions & answers. Questions in English should be sent by e-mail. Deadline for receipt of questions is January 22, 2016, 17:00. Answers will be provided in writing and will be posted on the Embassy web site and FedBizOpps.

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,



Adrian Lanspeary
Contracting Officer