



EMBASSY OF THE
UNITED STATES OF AMERICA
LUSAKA, ZAMBIA

11/08/2016

Minutes of the Pre-Proposal Conference held on November 8, 2016 at 26B Middleway road, Kabulonga– **Solicitation Number SZA600-16-Q-0012 for Garden Maintenance Services.**

Present: John McDonald (Contracting Officer), Mubanga Chileshe, Sipiwe Chisha, Nelson Chuma, Abel Mufaya and Marta Marma representatives from various landscaping companies

Introduction

The Contracting Officer welcomed all attendees, introduced the Procurement Staff and CORs.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

1. Contractors were advised to carefully read Section 3 of the solicitation package: summary of instructions
2. Deadline of submission being 11/15/16 to be dropped off at the service CAC no later than 16.00 pm
3. Contractors were encouraged to register for DUNS Number and to be registered in SAM. Those requiring assistance were requested to contact the embassy personnel. The solicitation has information on SAM registration. A summary of instructions were handed out to the contractors.
4. The contracting Officer also highlighted that this is a firm fixed price contract and the winning company will be tied to that pricing for the duration of the contract including option years
5. The Contracting Officer advised that the contractor is to provide all equipment required for them to carry out the works adequately. The government would not provide any equipment,
6. The contractor should engage staff with proper gardening knowledge
7. Abel Mufaya (COR) conducted a walk-through of the yard to indicate what is required from the vendor. He also addressed professional conduct of the contractors, attire.
8. Lastly contractors were advised to carefully read through the solicitation package and pay close attention to the evaluation criteria

Questions:

When is the closing date of the solicitation?

The closing date is November 15, 2016 at 16:00hrs.

Is the contract paid per property?

Yes the Embassy has 5 permanent properties and 16-20 temporary residences. The contractor is to include in their proposal bid rates per square meter per week. Temporary residences can be maintained from a period from one to many months.

How often should yard debris be collected?

Debris must be set aside in an appropriate location daily and removed from the property on a weekly basis.

Who bears the cost of purchasing plants and grass?

All purchases outside the scope of the contract must be reviewed and approved in writing by the Contracting Officer (CO) prior to purchase. All communication regarding any works outside of the contract should be directed to the Contracting Officer's Representative (COR).

Is tree cutting in the scope of the contract?

No, trees will only be trimmed so that they are not obscuring the driveway or security razor wire.

Does the USG provide housing/accommodation for the gardener?

No, the USG does not provide housing for contractors. They are expected to adhere to the business hours stipulated in the solicitation.

Are there restrictions on USG staff head-hunting (employing) the gardeners?

While we understand this concern, there are currently no restrictions in this solicitation relating to head-hunting; however, we will discourage occupants from head hunting the contractor's gardeners.

How will we communicate to winning and losing bidders?

Both the awardees and losing bidders will be informed in writing of the outcome of the solicitation.

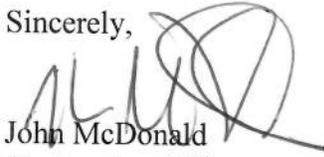
What is the minimum number of gardeners required per solicitation?

If there is no minimum stated in the Request for Quotation, then there is no minimum required per se; however, the company that wins the contract will be expected to staff adequately to fulfill all requirements within the statement of work.

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,



John McDonald
Contracting Officer