

Pre-proposal Conference Minutes for Standard Tender of Service (STOS) for American Embassy in Lusaka Zambia

03/05/2021

US Embassy Lusaka
Subdivision 694/Stand 100
Ibex Hill Road
Kabulonga
Lusaka, Zambia

Introduction.

The Contracting Officer welcomed all attendees, introduced the COR and Procurement staff.

Discussion of the tender package.

The following sections of the tender were highlighted:

- At the beginning of the conference, attendees were informed that statements made at the conference do NOT change the tender. All changes will be by written amendment to the tender.
- The Contracting Officer advised that all questions and answers will be provided to all companies on the tender mailing list. If an answer changes something in the tender an amendment will be required.
- The Contracting Officer reiterated the due date and time from the cover letter and that no offers will be considered that do not meet the deadline. Closing Date is **Monday March 22, 2021 at 16:00 Local time.**
- The Contracting Officer emphasized the need for attendees to review Section 1- General Information of the STOS.
- The Contracting Officer explained that the rates/prices in ITEM 2-2. "Pricing" are fully loaded or all inclusive rates. No changes will be made after the STOS is signed.

- The Contracting Officer further emphasized the need for TSP to meet the requirements in ITEM 2-2 APPROVAL TO PARTICIPATE to become eligible to participate and perform services under this TOS.
- The Contracting Officer explained Section 3, that if more than one contractor has received an award for these services, the following procedure shall govern the issuance of individual orders/BOL. No work shall be performed without a BOL being issued to the contractor by the Contracting Officer.
- As the need for services arises, the U.S. Government will develop a price estimate. If the estimate does not exceed US\$10,000, the U.S. Government will follow the procedures as outlined. If the estimate exceeds US\$10,000, the U.S. Government will follow the procedures as outlined in STOS.
 - Orders not exceeding US\$10,000 – The U.S. Government will select a contractor for issuance of the order/BOL. This decision will be based on the U.S. Government best interests, which may include factors such as estimated price and past performance record.
 - Orders exceeding US\$10,000 – Unless there are exceptions that applies as outlined in STOS, the U.S. Government will follow one of the following scenarios:
 - The U.S. Government will request each contractor to perform, AT NO COST TO THE U.S. GOVERNMENT, a pre-shipment survey after which the contractor will present an estimate to the U.S. Government.
 - Whether or not the contractor is selected for an individual order, the U.S. Government shall not be liable for any claim from the contractor for the costs of performing a pre-shipment survey. Selection will be based on a combination of estimated price and past performance information or.
 - If the Contracting Officer can establish which Contractor price will result in the lowest price for the individual order without requesting a pre-shipment survey, the U.S. Government will make its award based upon the prices set forth in the TOS and past performance information gained as a result of contractor performance under previous Tender.

- The Contracting Officer reiterated the need for participants to thoroughly read through the Scope of works in section 4 through 5.
- The Contracting Officer further explained that the Tender shall be effective for 6 months from June 1, 2021 until December 31, 2021. The overall Tender agreement period is up to May 31, 2026. The TSP's shall submit new rates thereafter which will be applicable for another 6 months cycle until expiration of the Tender of Service Agreement Period of Performance.
- The Contracting Officer reiterated the service time lines below that;
 - The packing lists and weight certificates shall be completed within two (2) working days after pickup of goods at residence. These two days are exclusive of the packing day. Arrangement for the shipment to be picked up by the TSP must occur within two days.
 - The packing of effects shall be completed within five (5) working days.
 - The BOL or electronic notification of shipment departing port shall be presented to GSO shipping within five (5) working days of the vessel departing from Walvis Bay or Beira Ports.
 - The delivery of incoming shipments shall be completed within two (2) working days from receipt of notification from an authorized representative of GSO Shipping, the owner of the goods, or his agent. The delivery and unpacking services at the residence shall be performed on the date and at the time agreed upon between the Packer and the owner of the goods.
 - All inbound shipments and release to owner or agent shall be completed within five (5) working days after receipt of notification from any authorized representative of GSO Shipping'
- The Contracting Officer explained that Invoices for services rendered will be submitted for payment of services based on the rates submitted on this tender by the TSP and will be paid within 30 days from submission and acceptance.

- The Contracting Officer encouraged participants to read section 8 especially on insurance requirements.
- The Contracting Officer also explained to the attendees how to obtain Dun and Bradstreet number and that “All contractors have to be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

The guidelines for registration in SAM are also available at:
<https://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx>

- The COR explained the statement of work to offerors in attendance from the solicitation.

Questions

The attached questions were asked during and after the pre-proposal conference

Conclusion

The conference concluded and attendees were thanked for expressing interest in doing business with the U.S Government. The meeting closed.

Sincerely



Franchesca M. Minikon-Reece

Contracting Officer

Enclosure: Questions and Answers