

**Pre-proposal Conference Minutes for Request for Quotation Number  
19ZA6021PR9701477 for Marine Security Guards (MSG) Food Services for American  
Embassy in Lusaka**

02/24/2021

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 solicitation package.**

The following sections of the solicitation were highlighted:

- At the beginning of the conference, attendees were informed that statements made at the conference do NOT change the solicitation. All changes will be by written amendment to the solicitation.
- The Contracting Officer advised that all questions and answers will be provided to all companies on the solicitation mailing list. If an answer changes something in the solicitation an amendment will be required.
- The Contracting Officer reiterated the due date and time from the Standard Form SF1449 and that no offers will be considered that do not meet the deadline. Closing Date is Thursday March 18, 2021 at 16:00 Local time.
- The Contracting Officer explained that the rates/prices in Section 1. "Pricing" are fully loaded or all inclusive rates. No changes will be made after the contract is signed.
- The Contracting Officer explained section 1 that the Government will pay the Contractor the fixed price per month for services provided.
- The Contracting Officer further explained that the rates for option years must be in the offer and are not subject to renegotiation after the contract is signed.
- The Contracting Officer explained that clause 52.217-9, Option to Extend the Term of the Contract, allows the exercise of options to be the choice of the Government, not the contractor.

- The Contracting Officer also explained that clause 52.217-8 Option to Extend Services after the contract has expired. That the Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months.
- The Contracting Officer guided offerors to follow the guidelines in Section 3 “INSTRUCTIONS TO NOTICES TO OFFERORS” and Evaluation factors for award in Section 4 of the solicitation.
- The Contracting Officer Offeror explained Defense Base Act (DBA) insurance premium costs covering employees. He explained that the offeror shall obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrrier.htm> (The price shall be embedded into the prices of the other line items and therefore a separate invoice will not be required).
- The Contracting Officer explained the Zadroga Act which is a new law that took effect for any acquisition over \$250,000 awarded to a foreign firm after Jun 5, 2020. He explained that this new law requires that USG withhold 2% of contract payments to foreign firms (to help fund benefits for first responders due to 9/11) unless foreign firm is from certain exempt country.
- The Contracting Officer reiterated the need for offerors to self-certify in accordance to FAR 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (OCT 2020) – That the Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it “does not provide covered telecommunications Equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument”.
- The Contracting Officer reminded attendees to read FAR 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2019).
- The Contracting Officer explained Explain FAR 52.225-17 Evaluation of Foreign Currency Offers (Feb 2000), That If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:
  - (a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
  - (b) For acquisitions conducted using negotiation procedures—
    - (1) On the date specified for receipt of offers, if award is based on initial offers; otherwise
    - (2) On the date specified for receipt of proposal revisions.

- 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 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

A handwritten signature in black ink, appearing to read 'Kyle Miszbach', followed by a long horizontal line extending to the right.

Kyle Miszbach

Contracting Officer  
Enclosure: Questions and Answers