

MINUTES OF THE PRE-BID SITE VISIT FOR “MAKE READY SERVICES FOR
RESIDENCES U.S. EMBASSY, ISLAMABAD PAKISTAN”

A pre-bid site visit was scheduled to discuss the **key points** of the solicitation#19PK3322Q6045 on May 18, 2022 at 3PM at Embassy compound and was addressed by the Contracting Officer.

Two persons participated from Facilities. One from GSO Procurement and Contracting.

Six participants from three companies attended the site walk

After the intro, following were the key points addressed,

The **closing date for submission of the offer is May 24, 2022 through courier services(which was later extended till June 08, 2022). Late offer will not be accepted.** Your Courier Service Provider must have access to the Diplomatic Enclave so that he can deliver your proposal to U.S. Embassy, Islamabad.

This is a **Firm Fixed Price** contract.

Commence work under this contract within **10 days** after the date the Contractor receives notice to proceed.

Period of Performance: It’s a Multiyear contract i.e. Base+2 option years.

It will be multiple awards against this solicitation.

| S/NO | Description | Copies Required |
|------------------|---|------------------------|
| Volume I | Standard Form 1449 including a Price Proposal (Completed Section 1 of the solicitation, item # 2 – Pricing) | 1 copy |
| Volume II | Business Management/Technical Proposal (Section 3 & 4). | 3 copies |

SF-1449 is very important. Offerors **should complete appropriate boxes of the SF-1449. Page: 1.**

Read Section 3 & 4 as a guideline how to prepare the solicitation package **Pages 74 to 78.**
Evaluation Factor (Section 4): The Government will award the contract to the technically acceptable, responsible offeror with the lowest evaluated price resulting from the solicitation. The Government may award a contract on the basis of initial offers received,

without discussions. Therefore, each initial offer should contain the offeror's best terms from a price and technical standpoint.

All participants were taken to the various sites of the buildings by the Facilities team and explained about the SOW and CLINs.

Contracting Assistant concluded his speech and opened the forum for questions. All questions were taken and answered the simple ones and reiterated that further information and responses to the questions would be provided in writing after thorough review. All questions with their answers are attached separately.

At 4.PM the Contracting Assistant on behalf of Contracting Officer extended thanks and reiterated his appreciation to the participants for participating in the site walk and showing their interest in doing business with US Embassy, Islamabad. The site walk was concluded.