

Minutes of the Pre-Proposal Conference and Site Visit for NEC Moving Services

DATE: March 17, 2021 at 08:30 a.m.
SUBJECT: Pre-Proposal Conference and Site Visit for NEC Moving Services
PARTICIPANTS: Company Representatives
USG Representatives

Note: Statements made at the conference do NOT change the solicitation. All changes will be by written amendment to the solicitation.

1. USG (United States Government) representatives welcomed all attendees at U.S Embassy Ankara.
2. The Contracting Officer (CO) reviewed the quotation submission requirements provided in the Cover Letter to the Request for Quotation (RFQ).
3. The CO stated that the potential offerors are to provide proposals electronically and in hard copy before 16:00 hours on April 2nd, 2021. The proposals are to be divided into separate Price and Technical sections in two binders. The price and technical proposals must be submitted via two separate emails labelled as “Price Proposal” and “Technical Proposal”. Offerors are to provide proposals consisting of all the items mentioned in Section 3 of the solicitation document.
4. The CO reviewed the Work Statement provided in the Continuation to the SF-1449.
5. Questions were posed during the pre-proposal conference and site visit. The questions and answers will be published on the Embassy website with the rest of the solicitation documents.
6. USG representatives thanked the attendees for showing interest to this solicitation and the meeting adjourned.