



June 29, 2022

U.S. EMBASSY VIENTIANE  
Thadeau Road Km 9,  
Ban Somvang Tai  
Vientiane, Laos

**Minutes from Pre-Proposal Conference  
Solicitation 19LA9022Q0015: BPA-Professional Photography Services**

**Venue:** U.S. Embassy Vientiane

**Date/Time:** June 23, 2022

**Panel:**

Mr. Christopher Smith, Contracting Officer, U.S. Embassy representative

Ms. Mandi Richmond, Press Officer, U.S. Embassy representative

Ms. Thathsaphone Keomoungkhoun, Information Assistance, U.S. Embassy representative

Ms. Sudalin Sitdamlong, Administrative Assistance, U.S. Embassy representative

Ms. Phetphachan Nonginthilath, Procurement Agent, U.S. Embassy representative

**Attendees:** Seven (07) representatives from five (05) prospective offerors.

**Introduction**

The Contracting Officer (CO) introduced all participants and presented an overview of the U.S. government contracting process and key points of the solicitation:

- 1) Any statements made during this conference do not change the solicitation. All changes will be made by written amendment and posted to Embassy website.
- 2) Questions are due 16:00PM (local) on June 27, 2022.
- 3) Q&As will be posted to the Embassy website
- 4) Deadline for proposal submission: 16:00PM (local) on June 30, 2022.
- 5) Email submissions may be sent to [NonginthilathP@state.gov](mailto:NonginthilathP@state.gov)
- 6) Ref. Sec. 3 – Solicitation Provision: “submission instructions”.
- 7) DBA Insurance is not required.

- 8) Definition, Terms & Conditions: Sec. 1 and should be reviewed closely
- 9) Representations and Certifications: Sec. 4

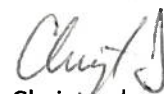
**Questions:**

Please see attached. The attachment contains all questions and answers received during the conference and before the deadline for receiving questions.

**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,

  
Christopher J. Smith  
Contracting Officer



Enclosure:

Questions and Answers for 19LA9022Q0015: BPA-Professional Photography Services.