Minutes from Pre-Proposal Conference and Site Visit
Solicitation 19LA9022R0001: Parking Garage Repairs

Venue: Conference room, U.S. Embassy Vientiane
Date/Time: December 1, 2021,

Panel:
Mr. Christopher Smith, Contracting Officer, U.S. Embassy representative
Mr. Ned Richmond, Facilities Manager, U.S. Embassy representative
Mr. Anorath Ratanavong, Building Engineer, U.S. Embassy representative
Ms. Phetsamone (Toun) Vongnalath, Procurement Supervisor, U.S. Embassy representative

Attendees: six representatives from four prospective offerors who attended in person and via telephone.

Introduction

The Contracting Officer welcomed the attendees and discussed the following elements of the contracting process and the solicitation:

a) Any statements made during this conference do not change the solicitation. All changes will be made by written amendment and posted to SAM.gov.
b) Question or inquiries are due by 11:59PM (local) on 6 Dec 2021.
c) Q&As will be posted to SAM.gov.
e) Email submissions may be sent to VientianeProcurement@state.gov.
f) Refer to Sec. L.5 for submission instructions.
g) Evaluation of offers is found in Sec. M.1: "lowest priced, technically acceptable offeror who is a responsible contractor."
h) Qualifications of Offerors is found in Sec. L.3.
i) Contractors must be registered with a DUNS number and in SAM prior to contract award. Contractors should register as soon as possible.
j) The scope of work is found in attachment 5A and should be reviewed closely.
k) Deliverables are detailed in Sec. F.11.
l) Excusable delays are found in Sec. F.9. Please note that these delays are excusable if the contractor "could not have reasonably anticipated" them.
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 attendance and expression of interest in working with the U.S. Government. The meeting was adjourned.

Sincerely,

Christopher Smith
Contracting Officer

Enclosure:
Questions and Answers for 19LA9022R0001: Parking Garage Repairs