

**MINUTES OF TAXI SERVICES CONTRACT PRE-PROPOSAL
CONFERENCE HELD AT THE US EMBASSY**

Solicitation Number 19KE5020Q00013

June 16, 2020 AT 11:00 AM

In Attendance

S/GSO

GSO/Contracting Officer (CO)

Contracting Specialist (CS)

Motorpool Supervisor (COR)

3 Representatives from Motorpool Team

22 representatives from 16 prospective bidder companies were present.

Introduction

- Vendors signed into the virtual WebEx meeting.
- The Contracting Officer (CO) started the meeting by welcoming the offerors and invited all Embassy attendees to introduce themselves.
- The CO laid out the conference agenda and began with a few ground rules, indicated that all microphones should be muted, and all questions be posted in the chat box.

Review of the Solicitation Process

- The CO explained that the purpose of the conference is to familiarize the offerors with the solicitation document. The CO stated that all questions and answers will be posted to the website at the same location as the solicitation document.
- The CO reiterated the deadline for the solicitation to be July 6, 2020 at 10:00 AM and they should be hand delivered to U.S. Embassy Nairobi CAC 2 transfer on Gigiri Drive. The CO explained that this is a hard deadline and any submissions received after 10:00 AM will not be accepted. The CO asked vendors to monitor the website for any updates concerning the solicitation. No individual emails will be sent in response to updates.

- The CO invited the Contracting Specialist (CS) to proceed with taking participants through the solicitation document.
- The CS informed the vendors that all questions raised during the session will be documented and additional questions can be emailed to the Embassy contacts by the June 17, 2020. Answers to the questions will be published on the U.S. Embassy website on June 19, 2020. Minutes from the pre-proposal conference will be posted on the website.

Detailed Review of the Solicitation

- The CS asked participants to confirm they are referencing solicitation number 19KE5020Q00013 when providing correspondence.
- The CS explained that the US embassy website is regularly updated and the vendors should always scroll down to the correct RFQ.
- It is required that each vendor submit two proposals – one technical and one financial. After a vendor passes the technical review process, then the financial submission is reviewed.
- One original and two copies of each type of proposal is expected –a total of six copies.
- Submissions should be delivered to CAC 2 which is at the entrance on the left past the main entrance. You can ask the main guards directions for the “CAC 2 truck transfer.”
- The deadline for submission is **Monday, July 06, 2020 10.00am East African Time**. Any submission after this deadline will not be reviewed. Late submissions will be received and logged. Bidders will be notified that their bids were time barred.
- The CS advised the vendors to register with the System for Award Management (SAM)
- The CO explained that the U.S. Embassy cannot award and pay contracts until a vendor is fully signed up into the SAM program. The CO acknowledged that the process is tedious, but it is a requirement if a vendor would like to work with the U.S. Government now or at a later point in time.
- The CS informed the participants that even vendors that have already registered in SAM should update their information, as necessary.

- The CS mentioned that Form SF 1449 must be populated, paying special attention to (blocks 17, 24 and 30). Block 24 should list the total value of the quote for the base year and the option year.
- The CO advised all vendors to direct questions regarding this solicitation in writing to the, Contracting Officer, with questions written in English and may be sent to the Contracting Officer by email: NairobiGSO-Contracts@state.gov, referencing the solicitation number on all communication.
- The CS highlighted the pricing table and reminded bidders to ensure the unit price per trip is populated and the total estimated amount is calculated for both Sedans and Minivans. The waiting charges only apply after a one-hour leeway.
- The CS indicated that the Contracting Officer Representative (COR) is the designated point of contact for the duration of the contract and not any other party in contact with the vendor. The authorizing document for official services is the task order as per Clause 52.216-18.
- The Motor Pool office clarified that any bookings for taxi services must be made through the Embassy dispatch office and not through the respective passengers. Any unauthorized requests for services will not be honored.
- The Motor Pool supervisor reiterated that High Frequency (HF) radio communication is preferred due to the convenience of quickly locating drivers/vehicles before passenger pick up and tracking passengers if necessary.
- Any contractual concerns should be addressed to the Contracting Officer through the COR. If in doubt, please ask for clarification before providing the service in question.
- The CS discussed clauses on page 62 that mention the option to extend the terms of the contract after completion of the base/option years and further renewal options after the five-year contract expires.
- The CS explained the issues of payments with reference of Section 2 page 74-75. He discussed the submission of invoices, credits & refunds, and VAT processing.
- The COR asked the vendors not to submit invoices by hand, but to create a spreadsheet and tabulate the trips by section monthly. All invoices are to be submitted to FMC through the email address NairobiPayables@state.gov

- The CS discussed the Quality Assurance & Surveillance Plan and addressed the significance of minimum & maximum amounts.
- The CS highlighted how performance will be measured. The Customer Service Plan will form part of the technical review criteria.
- The CS indicated that both incoming and outgoing service providers should abide by the transition strategy as referenced on page 60.
- The CS thanked all vendors for their participation and opened the floor to questions.
- Meeting adjourned at 12:10PM.