

**AMERICAN EMBASSY NICOSIA
MOBILE PHONES SERVICES
SOLICITATION NO.: 19CY6023Q0001
MINUTES OF PRE-QUOTATION CONFERENCE
NOVEMBER 21, 2022**

Attendees

Cablenet

Cyprus Telecommunications Authority (CY.T.A)

Epic

Introduction

The Contracting Officer James Chynoweth opened the conference by thanking the participants for coming and introduced Embassy personnel.

Mr. Chynoweth outlined the agenda and explained that only written questions would be accepted. Written responses will be posted on the internet via Procurement Solicitations (<https://cy.usembassy.gov/procurement-solicitations/>) and a record of the pre-proposal conference will also be posted on the internet via Procurement Solicitations (<https://cy.usembassy.gov/procurement-solicitations/>) .

Ms. Aliko Evangelidou followed by stating that the purpose of the pre-quotation conference was to discuss the work statement, mandatory requirements for submission of the quotation and attempt to clarify issues so that all offerors have the same information on which to prepare their quotations.

The mandatory requirements for submission of the solicitation

• Standard Form – 1449

Block 12 - The discount terms in block 12, applies to the discount given on payment of an invoice. The U.S. Government pays net thirty (30) days. The offeror may indicate a percentage discount and the number of days by which the U.S. Government is to make payment. For example, the offeror may indicate ten (10) percent discount, (from the invoice amount) if the U.S. Government were to make payment within twenty (20) days of receipt of the invoice.

Block 17a shall include the offeror name, address and telephone number.

Block 24 shall be completed with the total pricing information for the base and all option years.

Block 30 name, title of the offeror and date must be filled and signed.

• Section 1 – Pricing (Block 23 – pages 3 - 13)

The contract will be for one year, with three option years. The pricing should be placed in this section without VAT.

Schedule of Supplies and Services (pages 14 – 20)

This describes the Scope of Work for mobile services. The detailed billing is on page 15 and the Quality Assurance and Surveillance Plan is on page 20.

- **Section 2 – Contract Clauses (pages 21 – 39)**

This section describes the contract terms and conditions that will apply to the contract. The items that are checked are the clauses that apply (for example page 25). The clauses are either incorporated by reference or are provided in full text. Clauses incorporated by reference shall be accessed electronically at the link(s) indicated on page 34.

- **Section 3 – Solicitation Provisions (pages 40-43)**

This section lists the minimum information that must be included in the offer. All information must be provided in English. Solicitation provisions are either incorporated by reference or are provided in full text. Provisions incorporated by reference shall be accessed electronically at the link(s) indicated on page 42. The procedures for System for Award Management (SAM) were outlined.

- **Section 4 – Evaluation Factors (page 44-47)**

This section describes how the U.S. Government will evaluate the proposals using Comparative Evaluation – comparing offers to determine the best value to the U.S Government utilizing technical, past performance, price and contractor responsibility. This information must be provided in the quotation.

- **Section 5 – Representations and Certifications (pages 48-74)**

Representations and Certifications shall be completed as appropriate. Offerors shall complete paragraph b only if they are fully active in SAM, if not, they should complete paragraphs c – v. Items marked as Reserved do not apply.

Questions and Answers received and were discussed. Please see Q&A No. 1 on the Embassy's website.

Conclusion

The Pre-Quotation Conference concluded and participants were thanked for their presence and expression of interest in serving the U.S. Government.