EMBASSY OF THE UNITED STATES OF AMERICA

Minutes of Pre-Quotation Conference
Solicitation number 19CB6022Q0003

Warehouse Services for the U.S. Embassy Phnom Penh

April 12, 2022

General Services Office
U.S. Embassy Phnom Penh
#1, Street 96, Phnom Penh, Cambodia
Tel: 023 728 000; Fax: 023 728 400

Minutes from Pre-Quotation Conference of March 15, 2022

Introduction

The Contracting Officer welcomed all attendees, introduced the following staffs to the attendees:

- General Service Officer, Zoë Treuer
- Warehouse & Supply Team: Chea Rathanak, Ngun Pengchheang, Pang Chorn, Hem Phyrom, and Seng Dara
- Procurement Supervisor, Oum Phin Pitou
- Procurement Agent, Chansophal Phon

Attendees of the contractors:
- Kerry Worldbridge Logistics, Pang Chun Hai, Phall Rathana
- Crown World Wide, Tith Reasmey, Kean Vandy
- AC Investment Co, Ross Pacini, Tith Voeurn

Discussion of the Solicitation Package

1. Introduction from Contracting Officer, Warehouse Team and Procurement explained the purpose of the conference is to brief the overall solicitation requirements, combating trafficking in person, system for award management etc. The offerors were encouraged to read through all the sections and follow the instructions in the solicitation, so they will be able to submit complete quotations. Any question can be asked and will be answered in writing, sent to all prospective offerors.
2. The following sections of the solicitation were highlighted:

- Section 1 through 5 were highlighted in brief;
- Contracting Officer’s representative briefed the Description/Specifications/Work Statement in the solicitation;
- Section 3 & 4 were brought to the attention of the offerors to ensure they will comply with the solicitation provisions and requirements and submit complete quotations;
- Quotation due date and time: **4:00 PM, local time on April 5, 2020.** No quotation will be accepted after this time;
- Combating Trafficking in Persons (52.222-50) was mentioned. A copy of TIP clause 52.222-50 was handed over to contractors ‘representatives;
- System for award management was explained to the offerors. They were encouraged to register in SAM as soon as possible and prior to the submittal of their quotations.
- James Zadroga Act, Tax on Certain Foreign Procurement Payments;
- Prohibiting on contracting with entities using certain telecommunications and video surveillance service or equipment.

Questions:

- All questions asked during the conference will be answered in writing, sent to all prospective offerors and the offerors were encouraged to submit questions sooner rather than later.
- The attached questions were asked during the conference, and the answers attached with these minutes take precedence over those during the conference.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Embassy Phnom Penh. The meeting was adjourned.

Sincerely,

Zoë Treuer
Contracting Officer

Enclosure: Questions and Answers
First Set of Questions and Answers
Solicitation number 19CB6022Q0003

Questions have been received regarding the solicitation for Warehouse Services for the U.S. Embassy Phnom Penh

Note to Offerors:

The information contained within these questions and answers is provided for informational purposes and under no circumstances shall it be construed to change any terms or conditions or requirements within the solicitation. If any answer does address a change in the solicitation, it will reference an Amendment.

The questions and answers are as follows:

Q 1: What size of Pallet do you prefer?

Answer 1: 40 x 48 Inches (standard size 1.2 sqm)

Q 2: Do you require everything to be on the pallet at the warehouse?

Answer 2: Yes. All items must be placed on pallets; however, in some cases, items may be placed on the floors in the storage space. Normally, these are appliances that would not fit if on a pallet.

Q 3: How do we store flammable items, outside or inside?

Answer 3: Flammable items shall be placed outside of the warehouse in a secured and protected area.

Q 4: How often are containers delivered? How many are typically delivered in the same day?

Answer 4: With reference to paragraph f), C.2.2, Section 1, we estimate 15-20 container deliveries per year. Normally we receive one or two containers in one day. After unloading, the containers are removed from the warehouse the same day. On some occasions, the delivery truck parks at the warehouse for 1 or 2 days until unloading is completed.
Q 5: Do this tender included managing shipping logistics?

**Answer 5:** This solicitation is intended for provision of storage spaces and warehousing operation only as stated in Section 1 - the Description/Specifications/Work Statement in the solicitation. It does not include managing shipping logistics.

Q 6: Do you need office space for this service?

**Answer 6:** No, office space is not needed.

Q 7: Referring to additional services in SOW, what gardening service is needed?

**Answer 7:** No gardening services are required as part of this solicitation. This was a typo and is now corrected in solicitation amendment 0002.

Q 8: Do you prefer the racking system/storing pallet, or it depends on the vendor’s proposal?

**Answer 8:** Please refer to paragraph C.2.1(c) of the solicitation. We will review proposed work plans submitted with bids.

Q 9: How many years do you require for the service? After award is conducted, how long will you start new tender?

**Answer 9:** The solicitation is for a one-year contract, with four one-year options.

Q 10: Do you want to store equipment/items/material separately from other companies?

**Answer 10:** Items, supplies and equipment of the U.S. Embassy must be stored in segregated and secure storage areas. Please refer to Section 1 - the Description/Specifications/Work Statement in the solicitation.

Q 11: You mentioned about the number of times which container arrives, it is per year? What about office supplies container? As the vendor’s knowledge, it comes often.

**Answer 11:** With reference to paragraph C.2.2(f), Section 1, we estimate 15-20 container deliveries per year. Office supplies are occasionally delivered to and stored at the warehouse as well as a result of local procurements, but these do not arrive in shipping containers. Vendor deliveries occur regularly and will be coordinated with the warehouse services provider in advance.

Q 12: When does this service start?

**Answer 12:** The contract is scheduled to commence in November 2022.

Q 13: Do you want back up power?

**Answer 13:** No.
Q 14: What do you refer to when talking about the Fire Sprinkler System? Any alternative option?

Answer 14: Regarding fire and smoke detection system, please refer to paragraph C.2.6(f), Section 1, and local codes and ordinances as mentioned in paragraph C.2.1(e) of the solicitation.

Q 15: Will a fire hose be acceptable or is a sprinkler system required?

Answer 15: Regarding fire and smoke detection system, please refer to paragraph C.2.6(f), Section 1, and local codes and ordinances as mentioned in paragraph C.2.1(e) of the solicitation.

Q 16: Will you need additional working hours?

Answer 16: In general, “Working Hours” shall be from 8:00 a.m. to 5:00 p.m., Mondays through Fridays, except for Cambodian and American holidays, as observed by the U.S. Embassy Phnom Penh, with reference to C.1.3, Section 1 of the solicitation. Whenever an emergency requirement arises, our COR will inform the contractor’s representative.

Q 17: Currently Embassy has contractor for this service. Who will handle the moving costs if you select a different vendor this time?

Answer 17: The Embassy will be responsible for the cost of moving its inventory.

Q 18: What kind of inventory system is required?

Answer 18: The U.S. Embassy has its own inventory system which is accessible to only the Embassy inventory staff. Regarding inventory work performed by the contractor, please refer to paragraph C.2.2(b) and C.2.5, Section 1 of the solicitation.

Q 19: Do you allow for Online Inventory?

Answer 19: There is no specific requirement for an online inventory. References to online access were removed – please see Amendment 0002. Regarding inventory work required by the contractor, please refer to paragraph C.2.2(b) and C.2.5, Section 1 of the solicitation.

Q 20: What size of forklift is needed?

Answer 20: The contractor should provide forklifts with the size and capacity to move a maximum of 3 tons and it should be easily movable within the proposed racking system and spaces.

Q 21: What is the quote based on, Firm Fix Price? If any additional work is needed, what can we do?

Answer 21: The contract will be a firm-fixed price contract. The Embassy’s CORs will notify the contractor’s representative of the need for any additional work that is within the scope of this contract and the Contracting Officer will negotiate additional costs at that time if needed.
Q 22: Do you need to submit Finance Statements for under the company who applies the bid?

Answer 22: Please refer to paragraph (4), Section 3 of the solicitation. Financial resource information shall be submitted with the quotation.

Q 23: Do you need swing space inside or outside of the warehouse?

Answer 23: The swing spaces may be needed both inside and outside of the warehouse. This information has been updated. Please refer to paragraph C.2.4 in the solicitation amendment 0002.

Q 24: Estimated "Swing Space" needed.

Answer 24: Please refer to paragraph C.2.4. in the solicitation amendment 0002.

Q 25: What about auction? Does it have to be outside?

Answer 25: Big items such as generators that are prepared for auction shall be temporarily placed outside of the enclosed storage areas. This will be subject to prior discussion with the contractor.

Q 26: For an insurance cost estimate what is the average value of what is stored in the warehouse.

Answer 26: Average value of items stored at the warehouse amounts to $1.5 million USD.

Q 27: Vehicle parking: can vehicles parked at the Warehouse be outside or does it have to be inside?

Answer 27: Vehicles can be parked outside of the warehouse.

Q 28: Is it possible to estimate the volume in cubic meters of Embassy stock that will be in the warehouse?

Answer 28: Warehouse cubic meter volumes depend on the height of racking system including aisle space and receiving area. Please refer to paragraphs C.2.1(b) and (c), section 1.

Q 29: Could you advise if the commodities to be stored are palletized or crated and suitable for racking in the warehouse or you prefer a bulk storage area?

Answer 29: Items/commodities shall be stored on pallets organized by group and category of property together with proper racking system. Items are not delivered on pallets. Pallets must be provided by the contractor.

Q 30: James Zadroga Act: do you deduct 2% of total amount, including VAT 10%?

Answer 30: Regarding James Zadroga Act, Tax on Certain Foreign Procurement Payments, the U.S. Government imposes a 2% tax on any foreign person for contract payments received from U.S. Government for goods and services. In practice, we will deduct 2% on the amount of payment for each payment. This applies for each payment. The U.S. Embassy’s payments to contractor include 10% VAT.
Q 31: Is the vendor required to submit TIN No.?

**Answer 31:** TIN number is required for U.S. contractors only.

Q 32: Do you want to visit the vendor’s warehouse?

**Answer 32:** Please refer to Section 4 of the solicitation. The Embassy may request an appointment to look at the offeror’s facilities, including equipment.

Q 33: How will you evaluate the proposals, talking about lowest priced, acceptable, responsible offeror?

**Answer 33:** Please refer to Section 4 of the solicitation. Award will be made to the lowest priced, acceptable, responsible offeror. The quoter shall submit a completed solicitation, including Sections 1 and 5.

Q 34: Could we send email/additional inquiry to CO or which POC?

**Answer 34:** Please direct any questions regarding this solicitation to phnompenhprocurement@state.gov.