Minutes of the Site Visit Meeting
September 27, 2020
At the U.S. Embassy in Amman, Jordan
19-J010-20-Q-0025

Introduction

The meeting was called to order at 10:00 am. The Contracting Officer Assistant welcomed all attendees and introduced himself Haitham AlZuhlof, Contracting Officer Assistant (COA). The Embassy Staff introduced themselves.

Embassy staff attended the meeting:

Employee name	Section	Title
Haitham AlZuhlof	Procurement	Contracting officer assistant (COA)
Yaser Belaidi	Procurement	Contracting officer assistant (COA)
Leen Alkhayat	Procurement	Purchasing agent
Issa Jawabreh	Information Management	Audiovisual and Multimedia Technician

Representatives of the following firms (Prospective Offerors) requested to attend the site visit:

Firm
Optimiza Company
ZAH trading Co.
BCI for communications and Advanced Technology
Ideal Control Systems Co.
Engineering Force Company.
Ideal for Information Systems & Communication Technologies LLC.
Omega Contracting Company
Panorama for television and audio equipment's
Magna Technology Smart Integrated Solutions
Haupshy Establishment for Electronics
Spectrum Sound & light
South Establishment
United Business Applications
Luminus Technology
TSCEpro Contracting
Al Badia for Development and Trade Co.
Hazem Hijjawi Establishment
Prime Gate for Smart Technologies
Jordan Engineering Systems

SENSITIVE BUT UNCLASSIFIED

Sign in sheet was distributed to all the attendees.

- Brief introduction was given by the Contracting Officer Assistant (COA).

The Contracting Officer Assistant addressed the following point:

- Explained briefly the meeting parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. Also indicated that any changes to the solicitation would be done in the form of written amendments and will be posted on beta.sam.gov and embassy's website and must be acknowledged in writing.
- The purpose of the site visit meeting is to enable prospective bidders to familiarize with the solicitation document, overview of the contract and areas that needed clarification.
- Informed the attendees that statements made at the meeting do not change the solicitation, and they must check the website for any amendments on the RFQ.
- Questions are accepted until September 30, 2020 at 4:00 P.M. (local time) and must be sent in English to AmmanRFQQuestions@state.gov , questions and answers will be published on beta.SAM.gov and Embassy's website.
- Quotations must be submitted via email to AmmanRFQ@state.gov

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

Section One:

- Any quote that is deemed incomplete will be considered technically unacceptable. Pricing is to be provided on the price schedule in section one and must be answered in its entirety, and to complete SF-1449 and submit all the required documents as stated in section 3 and 4 in the solicitation.
- Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices, the U.S. Embassy has a tax exemption certificate from the host government.
- The Embassy requests that quotations remain open for acceptance for a period of not less than 90 days from the closing date.
- The contract firm-fixed price, the price are not subject to renegotiation after the contract is signed.
- The due date and time for this RFQ is November 02, 2020 at 04:00 PM (local time), no offers will be considered that do not meet the deadline.
- The price schedule, and the requirements were addressed and explained.
- The embassy will provide the equipment and property mentioned in section one to be incorporated in the work.

Section 2:

- The Contractor shall comply with the Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or

SENSITIVE BUT UNCLASSIFIED

Executive orders applicable to acquisitions of commercial items. The following clauses were addressed to emphasize:

- 52.222-50, Combating Trafficking in Persons
- 52.204-25 Prohibition on Contracting for Certain Telecommunications or Equipment
- 52.204-24 Representation regarding certain telecommunications and video surveillance services or equipment.
- 52.212-1 Instructions to Offerors-Commercial Items.
- 52.212-2 Evaluation-Commercial Items.
- 52.229-12 Tax on Certain Foreign Procurements.

Section 3:

- Section 3 was addressed in the meeting, informing attendees to submit a complete package to include a completed SF-1449 for evaluation purposes.

Section 4:

- Evaluation process was explained to the attendees and they were encouraged to submit a complete package and to include supporting documentation in response to section 3 and evidence to support the offerors responsibility in accordance to section 4.

Section 5:

- All bidders must have SAM registration, this number enables a bidder to do business with the U.S. Government. Those who had not begun the registration process were encouraged to do so as the process is handled by a third party and the Embassy has no control over the registration process.

Questions:

The attached questions were asked during the meeting, prior or after the meeting following the due date for submitting questions:

Conclusion

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

Sincerely,

Cynthia Lachim
Contracting Officer

Enclosure: Questions and Answers

SENSITIVE BUT UNCLASSIFIED