



*Consulate General of the United States of America
Chiang Mai, Thailand*

August 4, 2025

Minutes from Pre-Solicitation(19TH2525Q0018) Meeting on August 1, 2023

Introduction

Khun Justin Reid, Contracting Officer welcomed all attendees, introduced himself, Khun Adam Bliss, FAC/COR of this project, Khun Nitthakan Pusayapaibul (Jaa), Procurement Agent and Khun Wassamon Rachasuwan, Move Coordinator.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

Section 1 - The Schedule, Price, Description/Specifications/Work Statement

- Reiterated the due date and time including how to submit a quotation.
- Explained that this is a firm fixed price contract. The contractor will be paid a fixed amount each month for standard services. No changes will be made after the contract is signed. No price adjustment can be done even the labor changes by the local government announcement in the future.
- The rates for option years must be in the offer and are not subject to renegotiation after the contract is signed.
- Explained that the option year will be exercised each year after the service was received and evaluated by the COR.
- The offerors were informed that our expected move date is around November 2025 time frame.
- Walked offerors through details of scope of work, contract management and supervision, locations of services, personnel, materials and equipment, insurance, laws and regulations, deliverables, quality assurance and surveillance plan.
- Correction of errors will be made via solicitation amendment and emailed to all offerors.

Section 3 - Solicitation Provisions:

- Explained that the offerors must follow the guidelines in Section 3 and submit all documents to include SF-1449, Section 1, Pricing, evidence that the offeror's ability to perform the work (Section 3 A.2) and Section 5, Representations and certifications.
- Explained the requirement to obtain SAM registration and Defense Base Act insurance (DBA).

Section 4 - Evaluation Factors

- Explained how the Government evaluate the solicitation package; criteria by which the USG intends to award to the lowest priced, technically acceptable offeror who is a responsible contractor.

Section 5 - Representation and Certifications:

- Explained that the offerors were required to complete this section and return it together with the solicitation package.

The offerors were informed that all questions and correspondence will be in writing and via email to cnxprocurement@state.gov or pusayapaibuln@state.gov only.

Questions:

The attached questions were asked during the conference or prior to the conference:

Tour of Consulate Compound:

After the solicitation review meeting, the attendees were shown a site visit and given the opportunity to familiarize themselves with the areas/locations under the Continuation to SF-1449, Schedule of Supplies/Services, Black 20, Description/Specification/Work Statement and its exhibits.

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.

Prepared by:
Nitthakan Pusayapaibul
Procurement Agent

QUESTIONS AND ANSWERS

1. Do the documentations use to submit in SAM registration require to be translated? Yes, please submit the original (in Thai language) along with the translated one.
2. What kind of chemical need to be identify in the list?
Please refer to Exhibit B - Contractor Furnished Materials
3. How should contractor calculate for the cost of temporary additional services (SOW, 1.7)?
Calculated the cost per SQM.
4. Do workers provide for this contract need to be Thai nationality?
No, but the worker provided must comply with the Thai's law (work permit, security clearance, etc.)
5. Will there be any punishment in case of tardiness or absent without prior notice?
This will be depend on your company regulation and conduct. The Consulate expected the contractor to have back up plan to aid if such and event appear; We also expected you to permanently assign specific employee to work with the building.
6. Does the contractor required to provide the hygiene dispenser device in the restroom along with the chemical OR only the chemical is required?
No answer given at that point. Noted to contractor to send this question along with other question they may have to CNXprocurement@state.gov