RFQ 19TC1026R0002
Gardening Services for Embassy, CMR & DCMR
Pre-Proposal Conference–Meeting Minutes

Date: June 10, 2026 **Time:** 09:30 am – 12:00 pm
Venue: U.S. Embassy Abu Dhabi

Panel: *Contracting Agent*
Maintenance Supervisor Engineer
Contracting Officer Representative (FAC)
General Maintenance Foreman

Attendees: Representatives from nine (9) companies listed below attended the pre-proposal conference:

Discovery Landscape & Gardening services
A G Facilities Solutions for Contracting
The Gardenian for Gardens Services
Global Solutions
KHR International Manpower Supply
Al Ain Forestry & Landscaping Services
Sequoia Landscaping and Irrigation Service
Green Spot Landscaping
Horizon Landscaping

Introduction:

The Contracting Agent welcomed all interested bidders, explained the purpose of the meeting, and introduced the Embassy's panel. Bidder's representatives introduced themselves to the panel.

The due date for submitting questions concerning this meeting and RFP was set to 05:00 pm on June 15, 2026, via email to AbuDhabiContracts@state.gov .

Note to Bidders:
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 and conditions or requirements within the solicitation. If any

answer does address a change in the solicitation, it will reference an Amendment.

Overview:

The Contracting Agent explained the following:

- Duly fill in Standard Form (SF) 1449
- James Zadroga Act
- Housing and Recruitment plan, including Trafficking in Persons
- DBA insurance
- Follow Section 3 and 4 of the solicitation
- Duly fill in and submit Section 5.
- Duly fill in FAR 52.204-24 (NDAA 889) under Section 5.
- Audited financial statement must be submitted as required in Section 3.
- Submit Price and Technical Proposals separately for commercial and technical evaluation respectively.
- E-mail your proposal to AbuDhabiContracts@state.gov and copy MokbelIA@state.gov .
- Mark the subject line of the email *"Proposal enclosed – RFP No. 19TC1026R0002"*.
- Each email with its attachments should not exceed 10MB. Only PDF documents will be accepted.
- Active SAM registration status – User guide and link will be sent to the offerors.
- Explained the Evaluation Process.
- Questions are due by 05:00 pm on Monday, June 15, 2026. Answers to questions will be disseminated to all prospective bidders. RFP submission deadline (soft copy ONLY): June 30, 2026 at 10:00 am (UAE time).

The requesting Office (FAC) explained the Scope of Work (SOW) of the RFP in details.

Conference adjourned at 10:30 am and Offerors were escorted to the sites.

(end of Meeting minutes)