

EMBASSY OF THE UNITED STATES OF AMERICA



**Minutes of Pre-Quotation Conference and Site Visit
Solicitation SCB60016Q0001**

“Upgrading Vehicle Barrier System - Upgrading Existing Nasatka NMSB III-D Vehicle Arrest Systems located at both the Main and Service Compound Access Control (CAC) for U.S Embassy Phnom Penh”

November 02, 2015

General Services Office
U.S. Embassy Phnom Penh
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Minutes from Pre-Quotation Conference and Site Visit of October 28, 2015

Introduction

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

- Procurement Supervisor
- Facilities Manager
- Regional Security Officer
- Security Engineering Officer
- Procurement Agent

Discussion of the Solicitation Package

1. Contracting Officer explained the purpose of the conference and site visit is to brief the overall solicitation requirements, combating trafficking in person and system for award management. 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, and posted on the Embassy’s website as soon as possible after the conference.

2. The following sections of the solicitation were highlighted:

- Section A through L were highlighted in brief;
- Security Engineering Officer briefed the description/specifications/work statement in the solicitation, and explained drawings required for the work;
- The drawings in the solicitation are intended for overall design and construction, that are far more detailed than what is particular to the statement of work;
- Security Engineering Officer highlighted certain portions of the relevant drawings;
- Therefore, a subset of the said drawings will be sent to the prospective offerors in the solicitation amendment;
- As for the work itself, the local contractor will be responsible for installing underground PVC runs as we discussed during the site walkthrough. In addition, they may need to reroute existing drainage piping that intersects with the new barrier infrastructure, and they will aid in the disposal of the existing hydraulic units that are housed in the electrical rooms of both CACs
- Section J, K, and L 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 November 12, 2015**. No quotation will be accepted after this time;
- Combating Trafficking in Persons (52.222-50) was briefed on its definition, policy, and contractor requirements. A copy of TIP clause 52.222-50 was handed over to each contractor;
- 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. A copy of registration guidance was provided to them.

Questions:

- All questions asked during the conference and site visit will be answered in writing, sent to all prospective offerors and posted on the Embassy's website as soon as possible, 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,



Rebecca C. Raman
Contracting Officer

Enclosure: Questions and Answers

EMBASSY OF THE UNITED STATES OF AMERICA



November 04, 2015

**First Set of Questions and Answers
Solicitation SCB60015Q0001**

Questions have been received regarding the solicitation for “Upgrading Vehicle Barrier System - Upgrading Existing Nasatka NMSB III-D Vehicle Arrest Systems located at both the Main and Service Compound Access Control (CAC) for 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:

Q1: We have a lot of past experiences from many years in the past, do you limit us to provide our past experience like how many year back in the past?

Answer 1: The vendor should list down all of similar experiences in the past. Please refer to Section J of the solicitation, part B (b) regarding Experience and Past Performance.

Q2: Can we submit the quotation by both hard copy and e-mail? If by e-mail the file size is limited to 15M, how can we send many-page documents of proposal?

Answer 2: It is the decision of each offeror whether to submit a quotation in hard copy or electronically. In either instance, offerors shall refer to Section J of the solicitation, B – submission of quotations, the SF 18 as well as Section L.

Q3: We cannot find the quantities mentioned in the solicitation, could we have Bill of Quantities for this assignment? It’s very helpful to quote the price and avoid the different estimated quantities offered by each contractor.

Answer 3: The Contractor shall complete all work, including furnishing all labor, material, equipment and services required under this contract with the firm fixed price and within the time specified. This price shall include all labor, materials, all insurances, overhead and profit.

Please refer to the solicitation, Section A – Price, and Attachment 2: Breakdown of Price by Divisions of Specifications.

Q4: Is the vendor required to do SAM registration before submitting the quotation?

Answer 4: The prospective offerors were encouraged to register in SAM as soon as possible and prior to the submittal of their quotations. A copy of registration guidance was provided to them. Successful SAM registration is required prior to the contract award being made to the contractor.

Q5: What are the Government Furnished Materials?

Answer 5: Please refer to paragraph 4.0 GOVERNMENT FURNISHED MATERIALS in ATTACHMENT #4 – SPECIFICATIONS - STATEMENT OF WORK.

Q6: How many percentage of Bank Guarantee are required?

Answer 6: Please refer to Section G.1.0 PERFORMANCE/PAYMENT PROTECTION in the solicitation and FAR 52.228-13. Bank guarantee in the amount of 50% of the contract price is required.

Q7: What are the working times at the Embassy compound and can we propose to work during holidays?

Answer 7: Please refer to Section E. DELIVERIES OR PERFORMANCE - WORKING HOURS

All work shall be performed during **8:00 AM to 5:00 PM on Monday through Saturday**. Other hours, if requested by the Contractor, may be approved by the Contracting Officer's Representative (COR). The Contractor shall give 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours, initiated by the Contractor, will not be a cause for a price increase.

Q8: When will the project work start and what is the timeframe to complete the work?

Answer 8: It will depend on the evaluation and award process including SAM registration. Tentative timeframe to complete the contract award is likely to take 3 weeks after the quotation submission deadline. The start date will be mentioned in the notice to proceed.

Please refer to Section E. DELIVERIES OR PERFORMANCE, 52.211-10 COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK (APR 1984) in the solicitation.

The contractor shall include their earliest possible start dates. This is helpful to the Embassy's project team in evaluating whether prospective contractor will be able to meet the necessary deadlines.