

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1   8
2. AMENDMENT/MODIFICATION NO. <b>A-001</b>	3. EFFECTIVE DATE <b>1/10/2014</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR2934635</b>	5. PROJECT NO. (If applicable)	
6. ISSUED BY <b>Contracting &amp; Procurement General Services Office, American Embassy Manila Seafont Compound, Roxas Boulevard, Pasay City</b>		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)			(√) <b>X</b>	9A. AMENDMENT OF SOLICITATION NO. <b>SRP380-14-Q-0007</b>
				9B. DATED (SEE ITEM 11) <b>01/03/2014</b>
				10A. MODIFICATION OF CONTRACT/ORDER NO.
FACILITY CODE				10B. DATED (SEE ITEM 13)

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  --Is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter of telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(√)	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copy to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

SRP380-13-Q-0049 is being amended as follows:

- To issue Minutes from the Site Visit & Pre-proposal Conference with Questions and corresponding Answers and revised Drawings.
- The Mock Set-up schedule is changed from 15 January 2014 to 16 January 2014. The time of 1:30-2:00pm remains the same.

All other terms and conditions remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type of print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print) <b>NENITA V. WHITAKER</b>	
15B. CONTRACT/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED <b>1/10/2014</b>

**MINUTES FROM SITE VISIT AND PRE-PROPOSAL CONFERENCE  
OF 08 JANUARY 2014  
RFQ No. SRP380-14-Q-0007  
Modular Furniture for Charleston Global Financial Service Center**

**Introduction**

A site visit was conducted at the US Embassy Seafront Compound. All attendees were shown the site and were given the opportunity to thoroughly inspect and familiarize themselves with the area. The group then proceeded to the GSO Conference Room for the pre-quotation conference. The Contracting Officer, Nenita Whitaker welcomed all attendees, representatives from the Facilities Management, Engr. Reuel Bautista and Contracting & Procurement, Kris Alcantara were also present and introduced themselves at the start of the conference.

**Discussion of the Solicitation Package**

**The following sections of the solicitation were highlighted:**

**Standard Form 1442 cover sheet**

- Deadline of submission of offers: **03 February 2014, 3:00pm, C&P office.**
- No offers will be accepted after 3:00pm.

**Section 1, Schedule and Pricing (Page 3)**

- **Firm fixed price.** Price is not subject to adjustments due to any escalation in the cost of labor, materials, transportation or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.
- **Value Added Tax (VAT)** – VAT shall not be included in the firm fixed price as it is not applicable to this contract.
- All prices shall be in **Philippine Pesos.**
- Delivery: not later than **45 calendar days** after date of contract award;

**Section 2, Contract Clauses (Page 8)**

- **52.222-50 Combating Trafficking in Persons.** USG has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.
- **52.204-7 Central Contractor Registration.** Award cannot be made unless the contractor has an active SAM Registration

**Section 3, Solicitation Provisions (Page 16)**

- **Volume I (2 copies):**
  1. Completed SF 1449 (cover sheet)
  2. Completed Section 1.II (page 3), Price
  3. Completed Section 5 (page 21), Representations & Certifications.
  4. Bill of materials
- **Volume II (4 copies):**
  1. Proposed layout based on USG provided concept

2. Catalog cut sheets for selection of laminate & veneer tops, fabric, color samples/swatches

- **Volume III (4 copies):**
  1. List of clients over the past 3 years
  2. Financial statements for the past 3 years
  3. Certification of credit lines with banks/financial institutions, suppliers, etc.
  4. Licenses and permits required by local law
  5. Strategic plan
- **Mock Set-up** scheduled on Wednesday, 15 January 2014 between 1:30pm – 2pm

**Section 4, Evaluation Factors For Award (Page 19)**

- The Government intends to award a contract to the **lowest priced, acceptable, responsible** quoter.

**Questions**

Prospective Offerors were instructed to submit written questions no later than 3:00pm on 9 January 2014.

**Conclusion**

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

Prepared by:



**Kristine Grace C. Alcantara**  
Procurement Agent

Reviewed by:



**Cherry Belle S. Mecabalo**  
Supervisory C&P Specialist

Approved by



**Nenita V. Whitaker**  
Contracting Officer

cc: FAC  
All prospective offerors  
Solicitation file

**QUESTIONS & ANSWERS**  
**For RFQ No. SRP380-14-Q-0007**  
**Modular Furniture for Charleston Global Financial Service Center**

The following questions were asked during and after the site visit. The corresponding replies are hereby provided (refer to the Solicitation details marked A-001):

1. Q: Which is preferred for the Whiteboard requirement – BUILT-IN OR REMOVABLE?  
A: *REMOVABLE/DETACHABLE*
2. Q: What is the panel height of the lower partition? Is it 1200HT?  
A: *The lower partition should be 4.5ft (or nearest possible height)*
3. Q: What is the finish for the 3-drawer under desk cabinet – METAL or LAMINATE/WOOD?  
A: *LAMINATE/WOOD to match the desk surface*
4. Q: Is it possible to propose a 180cm height instead of 150cm (152cm)?  
A: *Offerors may propose the height nearest/closest to the required height with gradual decrease in height of the walls. Please note that award will be made to the lowest priced, acceptable, responsible quoter. Please refer to Section 4 – Evaluation Factors of the solicitation.*
5. Q: Which is preferred for the Laminated Desktop for Workstations – *Ergonomic Design (curved)* based from perspective or *L-shaped* based from layout? Which should be followed for the mock set-up?  
A: *Ergonomic Design (curved) as per perspective drawing. If the design is not available for the mock set-up, offerors to provide a similar/closest design available.*
6. Q: Do you have a preferred brand for the task light (lighting mounted underneath overhead cabinet)?  
A: *The USG does not specify brands as long as it meets the specifications of task light. Specifications: Wattage (manufacturer's standard/availability), 110V, fluorescent lamp*
7. Q: Can the Mock Set-up be moved to January 17(Friday), for production preparation of mock-up?  
A: *Mock set-up schedule is changed to Thursday, 16 January 2013. Original time of 1:30-2pm remains the same.*
8. Q: Will the USG provide an AUTOCAD layout (soft copy) of the furniture layout/drawings?  
A: *The USG will provide the CAD file to the winning contractor. However, pdf files is posted on the website.*

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### Section 1 - The Schedule

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Description/Specifications/Work Statement
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- Solicitation Provisions
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- Offeror Representations and Certifications
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**SECTION 1 - THE SCHEDULE**

CONTINUATION TO SF-1449  
RFQ NUMBER **SRP380-14-Q-0007**  
PRICES, BLOCK 23

I. SCOPE OF SERVICES

- A. The Contractor shall supply, deliver and install modular furniture for the Charleston Global Financial Service Center (CGFSU) to be located at the U.S. Embassy Manila Seafront Compound.
- B. This is a **"firm-fixed price"** type of purchase order/contract.
- C. The price listed below shall include all labor, materials, overhead, profit, and transportation necessary to deliver the required items to the American Embassy Manila.
- D. All prices are in Philippine currency.
- E. **Warranty:** Panel systems and product lines must provide, at a minimum, standard warranties. Warranties must include all materials and workmanship to include shipping and replacement costs, parts and labor of defective item replacement at no cost to the Government.

II. PRICING

- Quantities based on concept layout in Attachment 1-Drawings
- Size shall be based on drawings and actual measurements on site

A. **STAFF WORKSTATION (Quantity: 48)**  
(refer to Attachment 1-Drawings)

**Total Cost (1 lot)**

PhP \_\_\_\_\_

*Each workstation shall consist of the following:*

- 1. Panel L-shaped cube system with glass partitions as top panel graduating to lower panels
  - **Highest partition, 5ft (1.52m) (or nearest possible height)**
  - **Lower partition, 4.5ft (1.37m)(or nearest possible height)**
  - **Ergonomic design (curved) desktop/work surface**
- 2. Panels should be only as low as possible on exterior walls (1m)
- 3. 50mm (or nearest possible size) backbone combined with 30mm (or nearest possible size) dividers
- 4. 25mm (or nearest possible size) desk top, laminate finish

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1

5. Overhead cabinet
  - door that lifts up and slides back for unobstructed access
  - with lighting mounted underneath
    - **wattage (manufacturer's standard/availability), 110V, fluorescent lamp**
  - approx. 4x1x1.5 ft (1220x300x450 mm)
6. 2-drawer **pedestal** on casters with fabric cushion seat, **laminated/wood finish**
7. 3-drawer mobile pedestal (under desk cabinet), **laminated/wood finish**
8. Chair, mid height, adjustable arms, mesh support, casters, adjustable height, mesh seat
9. Raceway (power strip) at mid cube height
10. Magnetic white board panel, **detachable**
11. Accessory rail on panel with adjustable paper tray and angled filing tray
12. Laminate top finish

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**B. PRIVATE OFFICES (Quantity: 2)**

	Cost per office	Qty.	Total Cost
OPTION A: Laminate	PhP _____	2	PhP _____
OPTION B: Veneer	PhP _____	2	PhP _____

*Each office shall consist of the following:*

1. Visitor chair (Quantity: 2)
2. U-shaped desk unit with P-shaped main work surface
3. Chair, mid height, adjustable arms, mesh support, casters, adjustable height, mesh seat
4. 3-drawer mobile pedestal (under desk cabinet)
5. 5-drawer lateral cabinet
6. Book case

**C. RECEPTION DESK**

	Total Cost (1 lot)
OPTION A: Laminate	PhP _____
OPTION B: Veneer	PhP _____

1. Chair, mid height, adjustable arms, mesh support, casters, adjustable height, mesh seat (Quantity: 2)
2. U-shaped desk
3. 3-drawer mobile pedestal (under desk cabinet)

**D. SMALL CONFERENCE ROOM**

**Total Cost (1 lot)**

*OPTION A: Laminate*

**PhP** \_\_\_\_\_

*OPTION B: Veneer*

**PhP** \_\_\_\_\_

1. U-shaped conference table with A/V capability
2. Seating for 6 persons
3. No wider than 3'6"; No longer than 8'8"
4. Chair, mid height, adjustable arms, mesh support, casters, adjustable height, mesh seat (Quantity: 6)

**E. LARGE CONFERENCE ROOM**

**Total Cost (1 lot)**

*OPTION A: Laminate*

**PhP** \_\_\_\_\_

*OPTION B: Veneer*

**PhP** \_\_\_\_\_

1. Oval conferenced table
2. Seating for 16 persons
3. No longer than 18'6"; No wider than 6'
4. Chair, mid height, adjustable arms, mesh support, casters, adjustable height, mesh seat (Quantity: 16)

**GRAND TOTAL**

Option A: Laminate Top for all

**PhP** \_\_\_\_\_

Option B: Veneer Top for Private Offices, Reception and Conference Room

**PhP** \_\_\_\_\_

**WARRANTY:** \_\_\_\_\_ *years*

RFQ No.: SRP380-14-Q-0007

Supply and Installation of Modular Furniture  
for Charleston Global Financial Service Center