

MINUTES OF THE MEETING FOR THE PRE-QUOTATION CONFERENCE
June 19, 2014, 2:30 p.m.
RFQ No. SRP380-14-Q-0072
Asphalt Repair and Overlay at U.S. Embassy Baguio Compound

ATTENDEES:

Embassy Representatives:

Bernardo T. Dela Cruz - FAC
Aurelio De Jesus - FAC
Aurora Cervantes - FAC
Jewela Acuzar – C&P
Teresa Abdulkadil – SGSO/VS

Contractors:

Jesus Niño Perey – Majes-top Construction
Bonikane Chanbonpin – Kane Construction
Val Estonillo – Kane Construction
Antonio Caluza – M.R. Caluza Construction

The following sections of the solicitation were highlighted:

1) SF 18 cover sheet (page 1)

- Deadline of submission of offers was moved from June 30, 2014 to July 7, 2014. Offers should be submitted to--
U.S. Embassy Manila
Seafront Compound
Pasay City 1300
- No offers will be accepted after 4:00pm. Offerors located in Baguio should take into consideration the amount of time it takes for a courier to deliver their offers to Manila.
- **EMAIL SUBMISSIONS shall not be accepted.**

2) Section A, Price (page 3)

- Firm fixed price. Price is not subject to adjustments due to any escalation in the cost of materials, tools, equipment, fuel, transportation, labor 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.
- Price shall be in Philippine Pesos.
- Value Added Tax. VAT shall not be included in the price as it is not applicable to this contract. The US Government is exempt from payment of taxes.

3) Section B, Scope of Work (page 3)

- Refer to Attachment 6

4) Section C, Packaging and Marking (page 4)

- If the contract has been awarded, any materials/ deliveries to be imported to the Philippines should be marked accordingly.

5)Section E, Deliveries or Performance (page 5-7)

- Complete the entire work ready for use within forty five (45) working days after NTP.
- **Liquidated damages** (page 6): Php9,609.88 for each calendar day of delay.
- **Working hours** (page 7): 7:30am-4:30pm, Mon-Fri, excluding holidays (refer to Attachment 8)
- Contractor shall give 4 days advance notice to the COR who will consider any deviation from the hours specified.

6) Section F, Administration Data (page 8)

- The COR is the Facility Manager.
- Advance payment is not authorized.
- Payment by electronic funds transfer (EFT), net 30 days.

7) Section G, Special Requirements (page 9)

- Performance & Guaranty and Payment Bonds are no longer required.
- Insurance: Bodily injury- PHP50k per occurrence, PHP100k cumulative;
Property damage- PHP50k per occurrence, PHP100k cumulative.

8) Section H, Clauses (page 13)

- Page 14, FAR 52.222-50 Combating Trafficking in Persons. USG has a zero tolerance policy re trafficking. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.

9) Section I, List of Attachments (page 19)

10) Section J, Quotation Information (page 20)

The Procurement Agent, Jewela Acuzar, discussed the requirements of each volume.

Each proposal must consist of the following in physically separate volumes

- Volume I (2 copies):
 - a. completed SF 18 (cover sheet)
 - b. Section A
 - c. Section L
 - d. Attachment 4
- Volume II (4 copies):
 - a. Performance schedule in the form of a bar chart
 - b. Business management/ technical proposal
- MAGNITUDE OF CONSTRUCTION PROJECT: This is not the budget for this contract.

*Detailed instructions on pages 21-22.

- Page 23, FAR 52.204-6 Data Universal Numbering System (DUNS) Number – Offerors are required to get a DUNS number to be able to register to SAM.
- Page 23, FAR 52.204-7 System for Award Management (SAM) – Offerors must be registered in SAM prior to award. If the awardee is unable to register within the time prescribed by the Contracting Officer (CO), the CO will proceed to award to the next otherwise successful registered offeror. Offerors were advised to consider applying immediately since the SAM takes a few days.

11) Section K, Evaluation Criteria (page 23)

- The Government intends to award a contract to the lowest priced, technically acceptable offeror, who is a responsible contractor.

12) Section L, Representations, Certifications and Other Statements of Offerors or Quoters (page 24)

- Offerors were advised to fill out only those that are applicable.

13) Others

- FAC will revise the Specifications to include the specific measurements for repair and overlay.
- All changes to the solicitation will be covered by an amendment.
- Procurement Agent, Jewela Acuzar, stressed the importance of following instructions in Section J, in their submittal of offers.

Conclusion

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