

**MINUTES FROM PRE-QUOTATION CONFERENCE**  
**August 18, 2014**  
**RFQ No. SRP380-14-Q-0090**  
**Copier Rental Services for the U.S. Embassy Manila**

**Introduction**

The Procurement Agent, Jewela S. Acuzar, welcomed all attendees to the pre-quotation conference.

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted.

**SF1449 cover sheet (Page 1)**

The deadline of submission of offers is scheduled on August 29, 2014. A possible extension of September 5, 2014 was discussed during the meeting. Late offers shall not be accepted. Email submissions will not be considered.

**Section 1.1 Performance Work Statement (page 3)**

- photocopier supplies and services based on a firm fixed price (cost per copy) charge at the locations specified.

- refer to Attachment 1 for the detailed Performance Work Statement

The contract is an Indefinite-Delivery Indefinite-Quantity type of contract under which the Government will order all work by placing/ issuing firm-fixed price\* TASK ORDERS.

Task orders should be signed by the Contracting Officer.

\* **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.

**Section 1.2, Period of Performance (page 4)**

The Period of Performance is from the date of contract award and continuing for 12 months.

**Section 1.3, Pricing (page 4)**

All prices are set forth in Philippine currency.

The Embassy will pay no monthly lease charge, maintenance, toner or other copier supplies charges under this cost per copy arrangement. No other charges will be accepted.

**Section 1.3.1 Base Year of Service Prices (page 5)**

Fill out all the blank spaces (unit cost, total cost, grand total, etc.).

**Section 1.4 Issuance of Task Orders (page 7)**

Each task order will set forth a ceiling price.

**Section 1.6 Invoices (page 8)**

Submit invoices to the Contracting Officer's Representative through FMC.

**Section 1.8 Key Personnel (page 10)**

Assign a key person to this contract.

**Section 1.12 VAT (page 11)**

The U.S. Government is exempt from payment of taxes on its official purchase of goods and services in the Philippines based on reciprocity and pursuant to BIR Ruling ITAD-34-99, dated October 18, 1998 and Department of Foreign Affairs Indorsement dated October 6, 2006.

Thus, VAT shall not be included in the prices for the services listed in this solicitation as it is not applicable.

**Attachment 1 – Performance Work Statement (page 13)**

\*Required to supply key operators for Seafront and Chancery compounds

\*Page 16– Changes in copier requirements

**Attachment 2 – Estimated Machine Requirement Schedule (page 20)**

**Section 2 – Contract Clauses (Page 25)**

Offerors were provided a copy of **FAR 52.222-50, Combating Trafficking in Persons.**

The 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.

Other FAR clauses were discussed:

**FAR 52.204-12 Data Universal Numbering System Number Maintenance**

**FAR 52.204-13 System for Award Management**

**Section 3 – Solicitation Provisions (Page 39)**

\*\*Failure to submit the required number of copies may render the quotation unacceptable and may not be considered for evaluation.

**Section 4 – Evaluation Factors (Page 43)**

The Government intends to award the contract to the lowest priced, technically acceptable, responsible offeror.

**Section 5 – Representations and Certifications (Page 44)**

Offerors should answer all that applies to their companies. If it does not apply, they should not leave it blank but place “N/A” or “Not Applicable” on the space required in the solicitation.

**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.