

**MINUTES OF THE PRE-QUOTATION CONFERENCE**  
**September 24, 2014**  
**RFQ No. SRP380-14-Q-0100**  
**Cleaning and Decontamination of Carpets, Furniture, Furnishings, Office Dividers & Partitions**

\*Written questions must be submitted on September 25, 2014, before 4PM

**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:

**SF-1449 cover sheet**

- Offer due date/local time: **October 3, 2014, 4PM**
- No offers will be accepted after 4pm.
- Electronic submissions will not be accepted.
- Offers must be submitted to the Contracting & Procurement Office, GSO Building, Seafront Compound.

**Section 1 – The Schedule**

- SF-1449 (cover page)
- Base year plus two (2) one-year option years. **The Government is not obligated to exercise all options.**
- **Pricing -- Firm fixed price.** Prices are 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 should be in Philippine Currency**
- **Value added tax.** VAT shall not be included in the firm fixed prices.

**ATTACHMENT 1 (page 15) – Description/ Specification/ Work Statement**

- Subsection I – Description of Work (pages 15-16)
- Subsection II – Location (page 16)

**Section 2 – Contract Clauses (page 17)**

- FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS. Trafficking in persons (TIP) encompasses a variety of illegal and exploitative practices that occur throughout the world. The U.S. government has a zero tolerance policy towards engagement in TIP by any recipient of federal funds. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of payments or contract terminations.

- FAR 52.216-18 ORDERING. **Services will be ordered through a task order (OF347 – Exhibit A, page 41)**
- FAR 52.216-19 ORDER LIMITATIONS. Minimum and maximum order
- FAR 52.216-22 INDEFINITE QUANTITY. This is an IDIQ type of contract. The quantities specified in the schedule are estimates only.
- Advance payment is not authorized.
- Payment by electronic funds transfer (EFT), net 30 days.
- The COR is the Property and Supply Officer

**Section 3 – Solicitation Provisions (page 30)**

- Each offer must consist of the following:
  - Volume 1 (2 copies)**
  - Volume 2 (4 copies)**

**Section 4 – Evaluation Factors (page 33)**

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

**Section 5 – Representations and Certifications (page 34)**

- Fill out only those that are applicable.

**OTHERS:**

52.204-6 DUNS - <http://fedgov.dnb.com/webform> or contact the Dun and Bradstreet office

52.204-7 SAM

- Vendors are required to obtain a DATA UNIVERSAL NUMBERING SYSTEM (DUNS) number. Vendors are also required to register in the System for Award Management (SAM). SAM is mandatory.
- All changes to the solicitation will be covered by an amendment.

**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.