

**MINUTES FROM PRE-QUOTATION CONFERENCE
OF 04 MARCH 2015
RFQ No. SRP380-15-Q-0032
FSI, GFS, CA/CST and DSTC Hotel Accommodations**

Introduction

The Contracting Officer welcomed all attendees and chaired the pre-proposal conference. Other U.S. Government representatives present were from Contracting & Procurement, Belle Mecabalo, Kris Alcantara and IRM/ISC, Omer Orozco and Vijay De Guzman.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- 1) Cover Page – SF1449 cover sheet
- 2) Section 1 – The Schedule
 - a. Subsection II, III & IV – Pricing: Base Year, Option Year & Total Prices
 - b. Section V – VAT
 - c. Section VI – Payment
- 3) Section 2 – Contract Clauses
- 4) Section 3 – Solicitation Provisions
- 5) Section 4 – Evaluation Factors
- 6) Section 5 – Representations and Certifications

Amendment

The solicitation will be amended to reflect change under Section 4, Evaluation Factors on page 23. Refer to A-001 of the Solicitation.

Others

The prospective offerors were also reminded of the following:

- 1) Deadline for submission of offers is on or before 4PM of 20 March 2015, at the C&P Office or at the Harrison Gate. No offers will be accepted after 4PM. No email submissions.
- 2) Price Offer is firm fixed price. It 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.
- 3) Value Added Tax (VAT) – VAT shall not be included in the firm fixed price as it is not applicable to this contract.
- 4) FAR 52.222-50, Combating Trafficking in Persons (TIP) – As discussed by the Contracting Officer, Mr. John Klimowski, the U.S. Government is strict and has a zero tolerance policy.
- 5) 52.204-7, SYSTEM FOR AWARD MANAGEMENT (JUL 2013) – Offeror must have an active SAM Registration to be eligible for award.

Questions

The following questions were submitted during and after the conference. The answers are now being provided.

1. Q: Is the shuttle service to be provided scheduled or at the call of the guest?
A: Shuttle is scheduled. Guests normally depart the hotel around 8:30AM and picked-up from the training center at around 4:00PM
2. Q: What exchange rate will be used?
A: Please refer to page 4, FAR 52.225-17 Evaluation of Foreign Currency Offers (FEB 2000).
3. Q: How can we renew our SAM registration?
A: Contact SAMHelp@dub.com for all inquiries on SAM registration and renewal.
4. Q: Our SAM registration is expiring, will it affect my bid if I submit before March 20, 2015 or do I just update it prior to receiving an award?
A: Offerors should have an active SAM registration to be eligible for contract award.
5. Q: Our hotel has recently rebranded, how can we be accredited?
A: The USG does not have an accreditation or prequalification.

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.

Enclosure:
Amendment-001

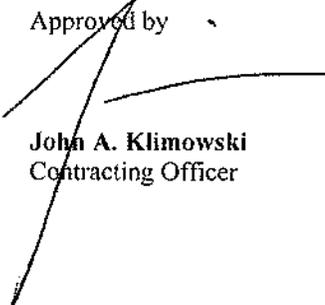
Prepared by:


Kristine Grace C. Alcantara
Procurement Agent

Reviewed by:


Cherry Belle S. Mecabalo
Supervisory C&P Specialist

Approved by


John A. Klimowski
Contracting Officer

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
				1	2
2. AMENDMENT/MODIFICATION NO. A-001	3. EFFECTIVE DATE 3/6/2015	4. REQUISITION/PURCHASE REQ. NO. PR4048444	5. PROJECT NO. (If applicable)		
6. ISSUED BY Contracting & Procurement General Services Office, American Embassy Manila Seafront Compound, Roxas Boulevard, Pasay City		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)			(√)	9A. AMENDMENT OF SOLICITATION NO. SRP380-15-Q-0032	
			X	9B. DATED (SEE ITEM 11) 02/19/2015	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
FACILITY CODE					

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.)

SRP380-15-Q-0032 is being amended as follows:

- To issue Minutes of Pre-quotation Conference with Questions and corresponding Answers.
- To reflect change under Section 4, Evaluation Factors on page 23 marked A-001.
- The deadline of 20 March 2015 no later than 4PM remains unchanged.

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)	
		JOHN A. KLIMOWSKI	
15B. CONTRACT/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	3/10/15

BTM

SECTION 4 - EVALUATION FACTORS

- Award will be made to the lowest priced, acceptable, responsible offeror. The offeror shall submit a completed solicitation, including Sections 1 and 5.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The lowest price will be determined by multiplying the offered prices in “Prices - Continuation of SF-1449, Block 23”, and including all options.
- Acceptability will be determined by assessing the offeror's compliance with the terms of the RFQ **to include the technical information required by Section 3, site visit and clearance from the Regional Security Office (RSO) & Post Safety Health Office (POSHO).**
- Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirements of FAR Subpart 9.1, including:
 1. Adequate financial resources or the ability to obtain them;
 2. Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 3. Satisfactory record of integrity and business ethics;
 4. Necessary organization, experience, and skills or the ability to obtain them;
 5. Necessary equipment and facilities or the ability to obtain them; and
 6. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

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