

MINUTES FROM THE SITE VISIT AND PRE-PROPOSAL CONFERENCE

RFQ No. SRP380-15-Q-0035

Preventive Maintenance of "York" & "McQuay" Chiller Plant, Chancery Compound,
U.S. Embassy Manila
April 8, 2015

SITE VISIT:

All attendees were shown the project site and were given the opportunity to thoroughly inspect and familiarize themselves with the chiller equipment.

INTRODUCTION:

C & P Procurement Agent – Bryan I. Gatmaitan welcomed all attendees and introduced the other U.S. Government (USG) representatives from the Facilities (FAC) office.

DISCUSSION OF THE SOLICITATION PACKAGE:

SF-1449 cover sheet

SECTION 1

- 1.0 DESCRIPTION
- 2.0 PRICING
- 2.1 VALUE ADDED TAX
- 2.2 BASE YEAR & OPTION YEARS
- 3.0 NOTICE TO PROCEED

ADDENDUM TO CONTRACT CLAUSES
COR (652.242-70), page 14 – roles COR & CO

CONTINUATION / ADDENDUM TO SF-1449

- 1.0 SCOPE OF WORK – in general
- 2.0 HOURS OF PERFORMANCE
- 3.0 ACCESS / STANDARDS OF CONDUCT
- 4.0 to 7.0 WORK REQUIREMENTS / SCHEDULED ROUTINE MAINTENANCE – discussion by FAC.
- 8.0 INSURANCE
- 9.0 PERMITS / LOCAL LAW – e.g. cash bonds
- 10.0 GOV FURNISHED PROPERTY – reference attachment 2

SECTION 2 – CONTRACT CLAUSES / ADDENDUM TO CLAUSES

652.232-70 PAYMENT SCHEDULE / INVOICE SUBMISSION

652.237-72 OBSERVANCE OF LEGAL HOLIDAYS

SECTION 3 – SOLICITATION PROVISIONS

SECTION 4 – EVALUATION FACTORS

LPTA – Lowest Priced Technically Acceptable

SECTION 5 – REPRESENTATIONS AND CERTIFICATIONS

SAM

TIP – Trafficking in Persons

QUESTIONS:

No questions were submitted after the conference and on the agreed date of submission last April 10, 2015 by 4:00PM.

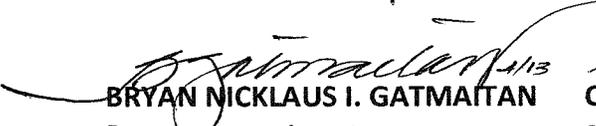
CONCLUSION:

The Pre-proposal conference and inspection of the project site concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

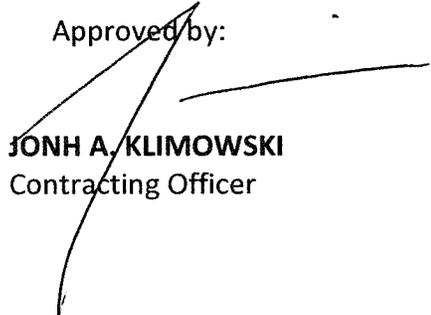
Prepared by:

Review by:

Approved by:


BRYAN NICKLAUS I. GATMAITAN
Procurement Agent


CHERRY BELLE S. MECABALO
Supervisory C & P Specialist


JONH A. KLIMOWSKI
Contracting Officer

Cc: FAC
All offerors
Solicitation File