

**Minutes from the Site Visit & Pre-Quotation Conference
of December 11, 2012
RFQ No. SRP380-13-Q-0010
NOX2 Moving Services**

Site Visit

All attendees were shown the move sites, and were given the opportunity to thoroughly inspect and familiarize themselves with the areas and items to be moved, as well as to confirm measurements.

Introduction

The Contracting & Procurement (C&P) Assistant Supervisor, Noel Ocampo, welcomed all attendees, introduced the other U.S. Government (USG) representatives, and chaired the pre-quotation conference.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- (1) Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items – cover sheet
- (2) Section 1 – The Schedule
- (3) Section 2 – Contract Clauses
- (4) Section 3 – Solicitation Provisions
- (5) Section 4 – Evaluation Factors
- (6) Section 5 – Representations and Certifications
- (7) Attachment 1 – Inventory List for PAS
- (8) Attachment 2 – Inventory List for USAID
- (9) Attachment 3 – Inventory List for Agencies/Offices Other than PAS and USAID
- (10) Attachment 4 – RSO Biographic Data Form

Questions

No written questions were received.

Others

Prospective offerors were also reminded of the following:

- (1) Price – This contract is firm fixed price and is not subject to adjustments due to any escalation in the cost of materials, equipment, fuel or labor, 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.
- (2) Value Added Tax (VAT) – VAT shall not be included in the firm fixed price as it is not applicable to this contract.
- (3) Move Items – All files, office supplies, desk and personal items to be moved will be self-packed by Embassy personnel, except library materials of PAS/TJIC at Seafront Compound.

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- (4) Move Plan – The contractor will develop a move plan subject to the Contracting Officer’s Representative’s (COR) review and approval.
- (5) Vehicles – The contractor is responsible for making all required arrangements regarding blockage of roads, halting of traffic, reserving on-street parking, truck ban, etc. with local authorities.
- (6) Contractor Furnished Materials – The contractor shall provide all equipment, materials, supplies and clothing required to perform the services as specified in this contract.
- (7) Government Furnished Property (GFP) – The Government does not intend to make any equipment or materials available to the contractor as GFP for performance under the contract.
- (8) Payment – Advance payment and partial payment are not authorized. The Government shall pay the contractor as full compensation for all work required, performed and accepted under this contract the firm fixed price stated in this contract. Payment shall be made via electronic funds transfer (EFT) within 30 days from receipt of a proper invoice.
- (9) Bonding of Employees – The Government imposes no bonding requirement on this contract.
- (10) Work Hours – All work shall be performed during Fridays, Saturdays, Sundays and Mondays, including Philippine and American holidays, 7:00am to 10:00pm.
- (11) FAR 52.222-50, Combating Trafficking in Persons – Trafficking in Persons (TIP) is a highly visible issue that the USG feels strongly about. The Government 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 termination.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

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cc: All prospective offerors
Solicitation file
COR - Transition coordinator