Minutes from the Site Visit and Pre-Quotation Conference
of October 24, 2012
RFQ No. SRP380-13-Q-0001
Swimming Pool Maintenance Services at the CMR and DCR

Site Visit

All attendees were shown the work sites and were given the opportunity to thoroughly inspect and familiarize themselves with the areas as well as to confirm measurements of the areas.

Introduction

Procurement Agent, Jane Ocampo, welcomed all attendees, introduced the other U.S. Government (USG) representative from Facilities Management Office (FAC), and chaired the pre-quotation conference.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

(1) Standard Form 18 (SF-18), Request for Quotation – cover sheet
(2) Section 1 – The Schedule
(3) Attachment 1 – Description/Specifications/Work Statement
(4) Attachment 2 – RSO Biographic Data Form
(5) Attachment 3 – Pool Test Report Log
(6) Attachment 4 – Government-Furnished Materials
(7) Attachment 5 – Contractor-Furnished Materials
(8) Section 2 – Contract Clauses
(9) Section 3 – Solicitation Provisions
(10) Section 4 – Evaluation Factors
(11) Section 5 – Representations and Certifications

Questions

No written questions were received.

Others

Prospective quoters were also reminded of the following:

(1) Performance Work Statement – This contract is <u>firm fixed price</u>. It is <u>not subject to adjustments</u> due to any escalation in the cost of materials, fuel, equipment, 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.

(2) Pricing – Prices must be in <u>Philippine Pesos</u>, and payment shall be made in Philippine Pesos.

(3) Value Added Tax (VAT) – VAT shall not be included in the firm fixed prices as it is not applicable to this contract.

(4) Deadline of submission of quotations is **November 08, 2012 at 4:00 p.m.**

(5) 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.

Prepared by:	*Reviewed by:*	*Approved by:*
JANE L. OCAMPO Procurement Agent	**BELLE S. MECABALO** Supervisory C&P Specialist	**NENITA V. WHITAKER** Contracting Officer

cc: FAC
All prospective quoters
Solicitation file