

January 8, 2013

Subject: Minutes of Pre-Proposal Conference held on January 4, 2013 for the Installation of Chiller

Ref: RFQ No. SRP380-13-Q-0021

INTRODUCTION

The Contracting Officer, Nenita V. Whitaker, welcomed all attendees and proceeded with the site inspection at Chancery Compound. The FAC was represented by Mr. Hilario Silverio, Jun Enalpe and Reuel Bautista. The pre-proposal conference followed at the Seafront Compound. C&P Agent presided the meeting and discussed the sections of the solicitation as outlined below, while FAC and the A&E contractor, discussed the technical details.

DISCUSSION OF THE SOLICITATION PACKAGE

Deadline for submission of the offers is on January 9, 2013, no later than 4:00 P.M. The proposals shall be submitted to the Contracting Officer at US Embassy, Seafront Compound, Pasay City.

The following sections of the solicitation were highlighted:

- Standard Form (SF) 18
- Section A. Price
- Section B. Scope of Work- Attachment 4
- Section E. Deliveries and Performance
- Section F. Administration. Payment
- Section G. Special Requirements, Bonds and Insurance
- Section H. Clauses. The clauses FAR 52.222-50. Combating Trafficking in Persons
- Section I. List of Attachments – with emphasis on Attachments (2), (3) and (4).
- Section J. Quotation Information
- Section K. Evaluation Criteria
- Section L. Representation, Certifications and Other Statement of Offerors

The Procurement Agent stressed the importance of following the instructions in Section J, in their submittal of the offers, and the thorough review of the scope of work, drawings and technical specifications.

The FAC also discussed portions of the technical details of the solicitation. They also instructed the offerors to return copies of CD and print copies together with

their proposals, which contained the technical specifications once the contract is awarded.

The CO and the requesting office determined to extend the submission date of quotation from January 9, 2013 to January 11, 2013, in consideration to the request of the offerors. The extension will be reflected in Amendment A001.

Participating offerors were given until January 7, 2013, no later than 12:00 noon to submit to C&P section questions concerning the solicitation and technical specifications.

The following questions were raised during and after the pre-proposal conference and answers are being provided herein:

- (1) We would like to request for a copy of INSTRUCTIONS TO BIDDERS for our reference.

Answer: You can download the instruction from this link http://manila.usembassy.gov/business_opportunities.html, from where all the documents related to this solicitation are uploaded.

The instruction is under Section J. Quotation Information, on pages 22 through 24, of the solicitation.

- (2) Where can we get the DUNS no.?

Answer: Please refer to Section L.2(a) of the solicitation where the website of the D&B is indicated: <http://www.dnb.com/>. A drag down menu appears where you will choose your county and contact the local D&B office.

- (3) Kindly confirm if there is an official Bill of Quantities to use in this project, if yes, kindly provide us an E-file of BOQ

Answer: No. However, please ensure you complete Attachment 2 Breakdown of Price by Divisions of Specifications.

- (4) Kindly specify if the commissioning of government furnished equipment is part of our scope.

Answer: No. Commissioning of "Government Furnished Equipment" is not part of their scope. But the contractor should be present during the time of commissioning in case of failure of their workmanship. Please refer to Scope of Work, paragraphs (A.2.5) and (B.2.4) and (B.2.5).

- (5) Some pages of the drawings are missing: page 6 of 7 of the mechanical drawing; page 4 of 5 of electrical plan and page 6 of 7 the electronics plan.

Answer: For the mechanical drawing, this is a typographical error. There are 6 pages only and the sheet number reflected on the drawings should be 6 of 6. The missing pages of the mechanical, electrical and electronics plan will be uploaded in the website.

Conclusion

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government.

Prepared by:


Lina T. Arkoncel
Procurement Agent

Reviewed by:


Belle Mecabalo
C&P Supervisor

Approved by


Nenita V. Whitaker
Contracting Office