

**Minutes from Pre-Quotation Conference of January 25, 2013**  
**RFQ No. SRP380-13-Q-0029, Gardening Services for the**  
**U.S. Embassy Compound, Baguio**

**Introduction**

Procurement Agent, Jane Ocampo, welcomed all attendees, and introduced the representatives from the Contracting & Procurement Section, Facilities Management Office, and Visitors Section.

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

- A) Section 1– The Schedule
  - (1) SF-1449 cover sheet
  - (2) Subsection 1.0 – Scope of Contract, page 3
  - (3) Subsection 2.0 – Pricing, pages 4-5
  
- B) Continuation to SF-1449
  - (1) Subsection 1 – Performance Work Statement, pages 6-12
  - (2) Subsection 2 – Working Hours, page 12
  - (3) Subsection 3 – Deliverables, page 12
  - (4) Subsection 4 – Personnel Requirements, pages 13-14
  - (5) Subsection 5 – Materials and Equipment, page 14
  - (6) Subsection 6 – Insurance, pages 15-16
  - (7) Subsection 7 – Laws and Regulations, page 16
  - (8) Subsection 8 – Transition Plan, page 16
  - (9) Subsection 9 – Quality Assurance and Surveillance Plan (QASP), pages 16-17
  
- C) Attachment 1 – Government-Furnished Property
  
- D) Attachment 2 – Contractor-Furnished Property
  
- E) Attachment 3 – RSO Biographic Data Form

F) Section 2 – Contract Clauses

Emphasis was made on FAR Clause 52.222-50, Combating Trafficking in Persons.

G) Section 3 – Solicitation Provisions

H) Section 4 – Evaluation Factors

I) Section 5 – Representations and Certifications

**Questions**

No written questions were received during the conference or prior to the conference.

**Conclusion**

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