

Minutes from Pre-Proposal Conference of March 22, 2013
RFQ No. SRP380-13-Q-0036
Tagalog Language Instruction Services

Introduction:

The Contracting Officer, Ms. Nenita V. Whitaker, welcomed all attendees to the pre-proposal conference and introduced C&P Supervisor, Belle S. Mecabalo, C&P Procurement Agent, Jewel S. Acuzar and HR Post Language Officer, James Cisek.

Discussion of the Solicitation Package:

The following sections of the solicitation were highlighted:

- (1) Standard Form (SF) 1449 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

Others:

- 1) Section 1.1 Price and Payment –The contract is an **Indefinite-Delivery Indefinite Quantity (IDIQ)** type of contract under which may be placed task orders that are firm-fixed price. **Firm fixed price** is not subject to adjustments due to any escalation in the cost of labor, materials, transportation 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. Price shall be in **Philippine Pesos**.
- 2) Section 1.1.3, Price Adjustment - The contract is not subject to adjustments due to increase in the Contractor's direct or indirect costs.
- 3) Section 1.1.4, Value added tax - VAT shall not be included in the firm fixed price.
- 4) Section 1.3, Schedule of Classes – Classes will meet for one hour per session, twice a week (between 7:00a.m. to 5:30p.m.
- 5) Section 1.4, Specific Tasks – The curriculum and syllabus for each group class shall be delivered to the Post Language Officer (PLO) for approval no later than five work days before the beginning of class.
- 6) Section 1.8, Period of Performance – The performance period under this contract shall be for one year from the date of award, with one year option.

- 7) Section 2, Contract Clauses – Combating Trafficking in Persons. The U.S. 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 terminations.
- 8) Section 3, Solicitation Provisions – A proposal consists of two (2) volumes, VOLUME I and VOLUME II.

Volume I must consist of the following: SF-1449, Section 1.1.A and 1.1.B (Price and Payment) and Section 5 (Representations and Certifications).

Volume II must consist of submittals which shall be the basis in determining technical acceptability of the offer and must meet the qualifications set forth in Section 3.A.1.

Failure to submit the required number of copies may render the quotation unacceptable and may not be considered for evaluation.

- 9) Section 4, Evaluation Factors – The Government intends to award a contract to the lowest priced, technically acceptable offeror, who is a responsible contractor.
- 10) Deadline of submission of offers is April 1, 2013 at 4:00 p.m. Late offers shall not be accepted.

Questions:

The attached question was submitted after the conference. The answer is now being provided.

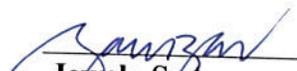
Conclusion:

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

Enclosure:

Question and Answer

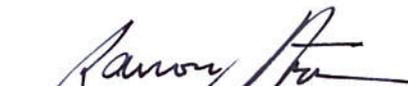
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Procurement Agent

Reviewed by:


Cherry Belle S. Mecabalo
Supervisory C&P Specialist

Approved by:


Ramon R. Taruc
Contracting Officer

QUESTION AND ANSWER
RFQ No. SRP380-13-Q-0036
Tagalog Language Instruction Services

QUESTION:

What happens if a group class with 3 or more students is reduced to 2 students?

ANSWER:

If the group size drops in the middle of a session, the group rate will be retained. A task order will be issued for each 8 week class, and we'll pay for that whole 8 weeks at the group rate.