

**Minutes from the Site Visit & Pre-Proposal Conference  
of 27 March 2013  
RFQ No. SRP380-13-Q-0305  
Supply and Installation of 750 KVA Power Transformer  
at the GPS Building, Seafront Compound**

**Site Visit**

All attendees were shown the site, and were given the opportunity to thoroughly inspect and familiarize themselves with the area.

**Introduction**

Purchasing Agent, Kris Alcantara welcomed all attendees, and chaired the pre-proposal conference. Other U.S. Government representatives present are from Facilities Management, and Contracting & Procurement.

**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 A – Price
- (3) Section E – Deliveries/Performance
- (7) Section F – Administrative Data
- (8) Section G – Special Requirements
- (9) Section H – Clauses
- (10) Section I – List of Attachments
- (11) Section J – Quotation Information
- (12) Section K – Evaluation Criteria
- (13) Section L – Representations, Certifications
- (14) Attachments: Attachment 6 (Scope of Work)

**Questions**

Prospective Offerors were instructed to submit written questions no later than 12 noon on 01 April 2013

**Others**

The prospective offerors were also reminded of the following:

- (1) Section A, Price – This contract is firm fixed price. It is not subject to adjustments due to any escalation in the cost of materials, tools, equipment, fuel, 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) Value Added Tax (VAT) – VAT shall not be included in the firm fixed price as it is not applicable to this contract.

(3) Price shall be in Philippine Pesos.

(4) FAR 52.222-50, Combating Trafficking in Persons (TIP) – 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.

### **Conclusion**

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