

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1   2
2. AMENDMENT/MODIFICATION NO. <b>A001</b>	3. EFFECTIVE DATE <b>Refer to 16C</b>	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY <b>Contracting &amp; Procurement General Services Office, American Embassy Manila Seafront Compound, Roxas Boulevard, Pasay City</b>		7. ADMINISTERED BY (If other than Item 6)	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)			(√)	9A. AMENDMENT OF SOLICITATION NO. <b>SRP380-15-Q-0149</b>
			X	9B. DATED (SEE ITEM 11) <b>10-16-2015</b>
				10A. MODIFICATION OF CONTRACT/ORDER NO.
FACILITY CODE				10B. DATED (SEE ITEM 13)

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  --is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter of telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(√)	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copy to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

**RFQ No. SRP380-15-Q-0149, Preventive Maintenance of Elevator at Chancery Building, U.S. Embassy Manila, is hereby amended to reflect the following changes:**

1. On page 5, Section 1, The Schedule, Paragraph 2.5.1., delete "Base Year" and replace with "First Option Year", to read as:

*2.5.1. Scheduled Maintenance Services. Firm-fixed price for the First Option Year period from date of award and continuing for a period of 12 months for all work specified in Section 1, except for work specifically identified as being included in the Unscheduled/ Emergency Services.*

15A. NAME AND TITLE OF SIGNER (Type of print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print) <b>JOHN A. KLIMOWSKI</b>
15B. CONTRACT/OFFEROR  (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED <b>10/23/15</b>

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED SRP380-15-Q-0149-A001	PAGE <b>2 of 2</b>
NAME OF CONTRACTOR		

(CONT.)

2. On page 6, Section 1, The Schedule, Paragraph 2.5.3., delete "Base Year" and replace with "First Option Year", to read as:

**2.5.3. Contract Price.** *The total amount of the contract for the **First Option Year**.*

3. On page 6, Section 1, The Schedule, Paragraph 2.6.1., delete "Base Year" and replace with "Second Option Year", to read as:

**2.6.1. Scheduled Maintenance Services.** *Firm-fixed price for the **Second Option Year** period from date of award and continuing for a period of 12 months for all work specified in Section 1, except for work specifically identified as being included in the **Unscheduled/ Emergency Services**.*

4. On page 7, Section 1, The Schedule, Paragraph 2.6.3., delete and replace to read as:

**2.6.3. Contract Price.** *The total amount of the contract for the **Second Option Year**  
Period is the sum of **2.6.1.** and **2.6.2.**:*

5. On page 7, Section 1, The Schedule, Paragraph 2.7.1., delete "Base Year" and replace with "Third Option Year", to read as:

**2.7.1. Scheduled Maintenance Services.** *Firm-fixed price for the **Third Option Year** period from date of award and continuing for a period of 12 months for all work specified in Section 1, except for work specifically identified as being included in the **Unscheduled/ Emergency Services**.*

6. On page 7, Section 1, The Schedule, Paragraph 2.7.3., delete and replace to read as:

**2.7.3. Contract Price.** *The total amount of the contract for the **Third Option Year**  
Period is the sum of **2.7.1.** and **2.7.2.**:*

7. The revised pages 5,6, and 7 of the solicitation are included as part of this amendment as well as the minutes of the meeting held on October 20, 2015.

8. The original date and time of submission, **October 26, 2015, no later than 4:00 p.m.**, remains unchanged.

9. All other terms and conditions remain unchanged and in full force and effect.

## MINUTES OF THE PRE-QUOTATION CONFERENCE

October 20, 2015

RFQ No. SRP380-15-Q-0149

Preventive Maintenance of Elevator at Chancery Building, U.S. Embassy Manila

### INTRODUCTION

Representative from FAC, Reuel Bautista attended the Pre-Quotation Conference.

C&P Procurement Agent, Jewela S. Acuzar, highlighted the following sections of the solicitation:

#### 1. SF-1449 cover sheet

- Offer due date/local time: **October 26, 2015, 4PM**
- No offers will be accepted after 4pm.
- Electronic submissions will not be accepted.
- Offers must be submitted to the Contracting & Procurement Office, GSO Building, Seafront Compound.

#### 2. Section 1 – The Schedule

- DESCRIPTION – one (1) OTIS elevator (refer to Attachment 1)
- Contract Period -- Base year + 3 option years
- **Pricing -- Firm fixed price.** Prices are 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.
- **Fill out PRICING portion including the SUMMARY TOTAL/GRAND TOTAL.**
- **Price should be in Philippine Currency**
- **Value added tax.** VAT shall not be included in the firm fixed prices.

#### 3. Section 2 – Contract Clauses

FAR 52.222-50 Combating Trafficking in Persons. Trafficking in persons (TIP) encompasses a variety of illegal and exploitative practices that occur throughout the world. The U.S. government has a zero tolerance policy towards engagement in TIP by any recipient of federal funds. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of payments or contract terminations.

- The COR is the Facility Manager.
- Advance payment is not authorized.
- Payment by electronic funds transfer (EFT), net 30 days.

#### 4. Section 3 – Solicitation Provisions

Each offer must consist of the following:

- **Volume 1 (2 copies)**
- **Volume 2 (4 copies)**
- FAR 52.204-7 System for Award Management
  - o As an Embassy contractor, your company is required to register to the System for Award Management (SAM) database.

- All actions which are over \$25K, current and prospective contractors must be registered in SAM. A contractor must have an ACTIVE SAM registration status to be eligible for a contract award.
- Registration is FREE of CHARGE.

5. Section 4 – Evaluation Factors

The Government intends to award a contract to the **lowest priced, technically acceptable** offeror, who is a **responsible** contractor.

6. Section 5 – Representations and Certifications

Fill out only which are applicable.

7. List of Attachments

Attachment 1 – Description/List of Elevator to be Serviced

Attachment 2 – List of Tasks to be Performed

Attachment 3 – Government-Furnished Items

Attachment 4 – Contractor-Furnished Items

**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.

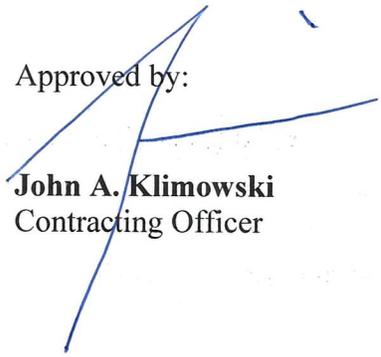
Prepared by:

  
**Jewela S. Acuzar**  
Procurement Agent

Reviewed by:

  
**Noel Arturo G. Ocampo**  
Assistant C&P Supervisor

Approved by:

  
**John A. Klimowski**  
Contracting Officer

The U.S. Government is exempt from payment of taxes as a qualifying entity under Section 3 (b)(3) of Revenue Regulations No. 6-97 dated January 2, 1997. In accordance with this regulation, all sales made by Contractors or supplies to the U.S. Government are subject to zero (0%) rate and are, therefore, not subject to the value added tax.

**2.4 BASE YEAR**

**2.4.1. Scheduled Maintenance Services.** Firm-fixed price for the Base Year period from date of award and continuing for a period of 12 months for all work specified in Section 1, except for work specifically identified as being included in the *Unscheduled/ Emergency Services*.

<u>Description</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Routine monthly maintenance for 1 Otis Elevator described in	₱ _____	₱ _____

**2.4.2. *Unscheduled/Emergency Maintenance Services.*** The firm-fixed hourly rates for *unscheduled/emergency maintenance services* as defined in Section 1 is:

<u>Category of Service</u>	<u>Estimated Hours Per Year</u>	<u>Hourly Rate</u>	<u>Estimated Total Amount Per Year</u>
Emergency Services outside regular working hours	200 hours	₱ _____	₱ _____

**2.4.3. Contract Price.** The total amount of the contract for the Base Year Period is the sum of 2.4.1. and 2.4.2.:

2.4.1 Scheduled Maintenance Services	= ₱ _____
2.4.2 <i>Unscheduled Maintenance Services</i>	= ₱ _____
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<b>TOTAL BASE YEAR COST</b>	<b>= ₱ _____</b>

**2.5 FIRST OPTION YEAR**

**2.5.1. Scheduled Maintenance Services.** Firm-fixed price for the *First Option Year* period from date of award and continuing for a period of 12 months for all work specified in Section 1, except for work specifically identified as being included in the *Unscheduled/ Emergency Services*.

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<u>Description</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Routine monthly maintenance for 1 Otis Elevator described in	₱ _____	₱ _____

**2.5.2. Unscheduled/Emergency Maintenance Services.** The firm-fixed hourly rates for unscheduled/emergency maintenance services as defined in Section 1 is:

<u>Category of Service</u>	<u>Estimated Hours Per Year</u>	<u>Hourly Rate</u>	<u>Estimated Total Amount Per Year</u>
Emergency Services outside regular working hours	200 hours	₱ _____	₱ _____

**2.5.3. Contract Price.** The total amount of the contract for the *First Option Year* Period is the sum of 2.5.1. and 2.5.2.:

2.5.1. Scheduled Maintenance Services	= ₱ _____
2.5.2. Unscheduled Maintenance Services	= ₱ _____
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<b>TOTAL FIRST OPTION YEAR COST</b>	<b>= ₱ _____</b>

**2.6 SECOND OPTION YEAR**

**2.6.1. Scheduled Maintenance Services.** Firm-fixed price for the *Second Option Year* period from date of award and continuing for a period of 12 months for all work specified in Section 1, except for work specifically identified as being included in the Unscheduled/ Emergency Services.

<u>Description</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Routine monthly maintenance for 1 Otis Elevator described in	₱ _____	₱ _____

**2.6.2. Unscheduled/Emergency Maintenance Services.** The firm-fixed hourly rates for unscheduled/emergency maintenance services as defined in Section 1 is:

<u>Category of Service</u>	<u>Estimated Hours Per Year</u>	<u>Hourly Rate</u>	<u>Estimated Total Amount Per Year</u>
Emergency Services outside regular			

100A

100A

working hours                      200 hours                      ₱ \_\_\_\_\_                      ₱ \_\_\_\_\_

**2.6.3. Contract Price.** The total amount of the contract for the *Second Option Year*

Period is the sum of 2.6.1. and 2.6.2.:

2.6.1 Scheduled Maintenance Services                      = ₱ \_\_\_\_\_

2.6.2 Unscheduled Maintenance Services                      = ₱ \_\_\_\_\_

**TOTAL SECOND OPTION YEAR COST= ₱ \_\_\_\_\_**

**2.7. THIRD OPTION YEAR**

**2.7.1. Scheduled Maintenance Services.** Firm-fixed price for the *Third Option Year* period from date of award and continuing for a period of 12 months for all work specified in Section 1, except for work specifically identified as being included in the Unscheduled/ Emergency Services.

<u>Description</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
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Routine monthly maintenance for 1 Otis Elevator described in	₱ _____	₱ _____
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**2.7.2. Unscheduled/Emergency Maintenance Services.** The firm-fixed hourly rates for unscheduled/emergency maintenance services as defined in Section 1 is:

<u>Category of Service</u>	<u>Estimated Hours Per Year</u>	<u>Hourly Rate</u>	<u>Estimated Total Amount Per Year</u>
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Emergency Services outside regular working hours	200 hours	₱ _____	₱ _____
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**2.7.3. Contract Price.** The total amount of the contract for the *Third Option Year*

Period is the sum of 2.7.1. and 2.7.2.:

2.7.1 Scheduled Maintenance Services                      = ₱ \_\_\_\_\_

2.7.2 Unscheduled Maintenance Services                      = ₱ \_\_\_\_\_

**TOTAL THIRD OPTION YEAR COST = ₱ \_\_\_\_\_**

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100  
1

A  
100  
1

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100  
1