



06/18/2013

United States Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal

MINUTES FROM PREQUOTATION CONFERENCE HELD ON JUNE 18, 2013

Ref. SPO500-13-Q-0008 – Preventative maintenance services on the Photovoltaic system

I. Introduction:

The meeting was called to order at 9.30 am. The Contracting Officer, Anthony Loh, welcomed all attendees and introduced Embassy's staff participating in the meeting:

Gary Edwards, Facilities Manager, Victor Madeira, Maintenance Supervisor, Adelia Monteiro, Procurement Agent, José Gregório, Procurement Assistant and Note Taker.

Copy of the Agenda was distributed to all attendees.

Pre-Proposal Conference meeting was attended by the following prospective offerors:

- Hipertécnica : Arménio Dias
- SPAES: José AntónioVendeirinho
- SPAES: Paulo Paulino
- Prosonic: João Soares
- Pedro Mota: Martifer Solar

All participants introduced themselves to the meeting and focused their company's roles within the photovoltaic business in Portugal. The Contracting Officer (CO) explained briefly his roles and duties on behalf of the United States Government (USG). CO explained how questions on the solicitation had to be put in writing and that all prospective offerors would be receiving copies of all answers also in writing in order to give fair business opportunity to all. During his introduction CO explained that any changes to the solicitation would have to be made through written amendments to the solicitation.

Mr. Gary Edwards (FAC) explained briefly his role as Contracting Officer Representative (COR). Both CO and FAC referred the attendees to a Site Visit where other questions / concerns, if any, would be addressed.

Mr. Gary Edwards went through the specification in Section 1 of the Solicitation and explained that the contract is for maintenance only and it is not for repairs.

Adelia call the attendees attention to Section 1, par 2.0 Pricing where it is referred that the present contract solicitation is for a base year with 4 year options.

Question #1: Do you sell the energy produced by the photovoltaic system to the local electric company?

Answer: No. The electrical energy that is produced by the system is for self-consumption in the Embassy.

SITE VISIT:

The prospective quoters, accompanied by the CO, FAC and all other meeting attendees, followed to the Chancery's photovoltaic switch board console located at FAC' office and proceeded afterwards to the panels site. Victor Madeira showed the room where the panel's equipment is located.

After the site visit all participants gathered one more time at the conference room for final clarifications.

Question #2 how we are supposed to fill out the form for proposal?

Answer: Adelia Monteiro explained that detailed information regarding this matter is referred to in Section 3 of the solicitation. In addition, Adelia informed all attendees that the contract should be awarded next October 2013.

Conclusion:

Since no additional questions were raised, CO concluded the meeting by thanking everyone presence. The Contracting Officer adjourned the meeting at 10:35 am and prospective quoters were escort out of the Chancery building.