



06/21/2013

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

## MINUTES FROM PREQUOTATION CONFERENCE HELD ON JUNE 20, 2013

Ref. SPO500-13-Q-0011 – Paint the perimeter and interior concrete separation walls on the Embassy compound

### **I. Introduction:**

The meeting was called to order at 9.45 am. The Procurement Agent (PA), Adelia Monteiro, welcomed all attendees and introduced Embassy's staff participating in the meeting:

Gary Edwards, Facilities Manager, Victor Madeira, Maintenance Supervisor, 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:

- Socodofil – Nuno Ramos
- Manuel Lopes Mendes – Manuel Lopes Mendes
- Bernossul – José Teixeira
- Companhia das Obras – Pedro Gaspar; Frederico Santos
- Pascoal Monteiro Construções – Nuno Monteiro; Hugo Pinto
- CBC – Alexandra Rosa; Jose Borges; Nuno Borges

All participants introduced themselves to the meeting and focused their company's roles and business area. The Procurement Agent (PA) 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 her introduction PA explained that any changes to the solicitation would have to be made through written amendments to the solicitation. Further in her presentation, PA referred to the Federal Acquisition Regular (FAR) and Department of State Acquisition Regulation (DOSAR) and how the Contracting activity is regulated by these two codes under the general supervision of the Office of the Procurement Executive, in Washington D.C.

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

PA referred to Section 3 of the Solicitation regarding the need to fill out all necessary forms and submission of relevant documentation along with the price proposal.

Victor Madeira (FAC), explained in detail the Scope of Work (SOW) on page 11 of the solicitation. He outlined the importance of the mandatory liability insurance and in addition explained that the winning contractor will have to fill out all the necessary clearances required by the Embassy Regional Security Office (RSO) in order for the site workers have access badges issued.

Victor Madeira, explained that not only exterior wall needed to be painted but also metal grills and delta barriers. In his explanation of the SOW Victor referred that walls were not stank. Victor Madeira, referred that precaution has to be applied to avoid that led lights all over the perimeter be damaged. The use of ladders and scaffolds has also safety and security rules which have to be followed. Detailed instruction will be given after contract award.

Question # 1. Do we get to see the full perimeter?

Answer: Yes. We will be conducting a site visit around the compound perimeter.

Question #2. May we take measurements of the perimeter and walls?

Answer: We will assist you by providing the total linear measurement of the perimeter. However, due to security issues we will not be able to provide accurate measurements of all the areas.

**SITE VISIT:**

The prospective quoters, accompanied by the FAC and all other meeting attendees, followed to the Embassy compound for a site visit around the wall perimeters.

During the site visit, some contractors called FAC's attention for an important technical aspect which was not referred on the SOW – repairs to the perimeter walls top coverings. Such repairs would increase the quality and the ultimate result of the wall painting project in its entirety.

**Conclusion:**

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

FAC has acknowledged the necessity to modify the SOW and informed that an amendment to the solicitation will be done and all firms would be informed accordingly.

FAC referred to Section 3 of the solicitation - appointment of project manager. He also referred to payments. According to regulation this is a fixed price contract and no advance payment should be expected to take place. A lump payment will be made when work is fully accepted. However, partial payments based on quantity of work already performed would be accepted.

Since no additional questions were raised, PA and FAC concluded the meeting by thanking everyone presence. The Procurement Agent adjourned the meeting at 11.00 am and prospective quoters were escort out of the Chancery building.