

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

**PRE-PROPOSAL CONFERENCE HELD ON SEPTEMBER 6, 2016
SOLICITATION SPO50016Q0020**

Introduction:

The pre-proposal conference was called to order at 9.30 am. Shelly Kadlec welcomed all and introduced the Embassy staff to the attendees. It was explained how contracting on behalf of the USG is a transparent process and all participants should have equal opportunities.

The CO explained that statements produced at the meeting will not change the scope of work. Only the written questions and answers and other solicitation documentations are considered formal communications from the USG. In addition, reference was made to the Solicitation FAR and DOSAR Contract Clauses and how they may be found online at the website <http://www.acquisition.gov>. The CO stated that no later submissions would be accepted and prospective quoters are encouraged to read and check the deadlines indicated on the solicitation. The CO briefed the prospective quoters on safety issues and how serious these issues are treated very seriously by the Embassy.

The CO continued her introduction by explaining the contract award criteria – lowest technically accepted proposals are scrutinized. The CO referred to the importance of submitting form SF 1442 duly filled out, namely blocks 14, 15, 16, 17, 30A, 30B and 30C.

The CO presented Mr. Victor Madeira as the Contracting Officer Representative (COR) for this contract.

The COR addressed the meeting by explaining relevant points on the Statement of Work (SOW), namely quality standards, work plan and schedules.

The CO explained in detail how proposals are subjected to a scrutiny by a technical evaluation panel (TEP) that analyses the proposal's technicalities without its price section. The CO referred to section L of the solicitation where prospective quoters may find a list of certification that need to be sent on the proposal package.

Adelia Monteiro (Procurement Supervisor) addressed the meeting by referring to the Combating Human Traffic issue (52.222-50) and how dear the problem is the United States Government and particularly to the Department of State. She advised that the

Embassy would not engage with any business or contracting if there is any evidence of such illegal activities.

Adelia Monteiro referred the importance of registering in the SAM (System Award Management) registration which has become mandatory for all contractors engaging in business with the US Government.

The CO on her final remarks thanked everyone's presence. Victor Madeira, continued to address the meeting on the technical side of the solicitation.

The COR and other GSO staff escorted prospective quoters to the Embassy GSO for site visit.

Meeting attendees:

Embassy Staff:

Shelly Kadlec – Contracting Officer (CO)
Scott Klimper – Facility Manager
Victor Madeira – Facility Supervisor (COR)
Adelia Monteiro – Procurement Supervisor
José Gregório – Procurement Assistant
José Freitas – Procurement Clerk

Contractors:

Antonio Tavares Lopes Construção Civil Unipessoal
Bernossul-Sociedade Imobiliária e Construções
Pascoal Monteiro Construções, Lda.
CBC- Construções Borges & Cantante Lda
Companhia das Obras

Additional questions may be sent to lisbonprocure@state.gov all answers will be published online on website: <http://portugal.usembassy.gov/gso-announcements.html>

The COR thanked all present and the meeting was adjourned at 10.30 am and all attendees were escorted out of the compound.