

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

**PRE-PROPOSAL CONFERENCE HELD ON JUNE 25, 2015
SOLICITATION SPO500-15-Q-0003**

Introduction:

The pre-proposal conference was called to order at 10.30am. Mr. Gary Edwards welcomed all and introduced the Embassy staff to the attendees. Formal answers to all questions from prospective contractors are listed below. It was explained how contracting on behalf of the USG is a transparent process and all participants should have equal opportunities. Only the written answers below plus the 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>.

Meeting attendees:

Embassy Staff:

Gary Edwards – Facility Manager and Contracting Officer Representative (COR)

Victor Madeira – Facility Supervisor

Adelia Monteiro – Procurement Supervisor

José Gregório – Procurement Assistant

Contractors:

Antonio Tavares Lopes Construção Civil Unipessoal

Bernossul-Sociedade Imobiliária e Construções

CBC Construções Borges & Cantante, Lda.

Companhia das Obras

Pascoal Monteiro Construções, Lda.

Socodofil, Lda.

Tanagra Empreiteiros

Ms. Adelia Monteiro (AM) explained to the meeting participants the importance of the required documentation be filled out and submitted correctly. She mentioned that it should be stated on the quotation if price includes VAT or not (page 4).

Special attention was called to Section 3 (page 26) the submission of insurance and Performance Plan. AM 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.

AM focused the importance placed by Department of State on issues related Combating Human Traffic (52.222-50; page 16, 20).

AM referred Section 5 (Representations and certifications) where most requirements refer U.S.firms. She also mentioned that it is important to clarify the concept of “third country national” vs “local nationals”. This terminology is applicable to those citizens that are especially hired to work or for a specific task within you firm. The concept in this context does not signify nor is applicable to foreign citizens residing in Portugal but to foreign citizen especially hired temporarily with a specific reason.

Victor Madeira (VM), emphasized the importance of the Performance Plan. How the contractor intends to perform. Whenever the use of scaffolds is necessary, certain procedures have to be strictly followed to comply if the POSHO (Post Occupational Safety and Health Officer) standards. It is required that scaffold’s lower levels be covered to prevent unauthorized use.

VM mentioned that painting of all windows and doors should be painted on outer parts only, except for the Manor House main entrance door. Certain stone pavements have to be covered for protection. A pre-painting work will have to be done in order to repair all cracks and fissures on walls and windows. The original color will have to remain unchanged and the contractor should submit samples of paint (page.13). According to the scope of work (SOW) all walls should be power-washed before the actual painting takes place. All paint and related materials have to be environment friendly. The paint should have fungus inhibitors and these additives should not change colors

VM also mentioned that the Manor House top floor is a residential area. Working hours are from 8 am to 5pm. After hours and weekend work have to be pre-coordinated with the COR.

Mr. Gary Edwards informed the meeting attendees that if the contractor, during his performance, encounters any discrepancy or abnormal situation, should stop the work immediately and report to the COR.

Questions & Answers

Q: Is there a map of quantities available?

A: No there is no map of quantities. Following are measurements of the Manor House facades, windows and doors to be painted:

Manor House

- . Front Facade South – 32m x 9.20m
- . Back Facade North - 32m x 9.20m
- . West Facade – 12.5m x 9.20m
- . East Facade – 12m x 9.20m
- . Four (4) chimneys

Window (only on the outside):

- . Twenty-eight (28) rectangular windows – 1.10m x 1.50m
- . Five (5) large oval windows - 0.80m x 1.20m
- . Eighteen (18) small oval window - 0.60m x 1.10m
- . One (1) fixed large rectangular window – 1.60m x 3m

Mosquito Screens Frames (on the outside and inside)

Doors (only on the outside):

- . Three (3) doors – 2.30m x 1.10m
- . Three (3) double doors – 1.40m x 2.50m

Main Entrance Door on the outside and inside:

- . One (1) door – 1.30m x 2.60m

All proposals are due on July 8th, 2015, by 16:00 and can be delivered to the Embassy main entrance at Av. das Forças Armadas, Lisboa.

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

All meeting attendees proceed to a site visit

The COR thanked all present and the meeting was adjourned at 12.30 pm and all attendees were escorted out of the compound.