

Embassy of the United States of America

**Av. das Forças Armadas
1649-044 Lisboa, Portugal**

PRE-PROPOSAL CONFERENCE HELD ON SEPTEMBER 16, 2015 SOLICITATION SPO50015Q0010

Introduction:

The pre-proposal conference was called to order at 9.30am. Mr. Anthony Loh welcomed all to meeting and introduced the Embassy staff to the attendees. Formal answers to all questions from prospective contractors that attended the meeting are listed below. It was explained how contracting on behalf of the USG is a transparent process and all participants should have equals 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:

Anthony Loh – Contracting Officer (CO)
Scott Klimper – Facility Manager (FM)
Dustin Coleman – MSG Detachment Commander
Victor Madeira – Facility Supervisor
Adelia Monteiro – Procurement Supervisor (PS)
José Gregório – Procurement Agent
José Freitas – Procurement Agent

Contractors:

Bernossul-Soc. Imobiliária e Construções

CBC Construções Borges & Cantante, Lda

Pascoal Monteiro Construções Lda

Socodofil, Lda Construção Civil | Obras Públicas | Reabilitação

Sternblue, SA

Ms. Adelia Monteiro (PS) 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 (Section 1 Pricing).

Special attention was called to Section 3 for the submission of Insurance and Performance Plan. PS referred the importance of registering a business in the SAM (System Award Management). This registration has become mandatory for all contractors engaging in business with the US Government.

PS also called the attention of the meeting participants for Section 3 - Solicitation Provisions – Licenses and Permits. A list of previous costumers and past performance evidence is also recommended to be included on the proposals.

PS focused the importance placed by Department of State on issues related Combating Human Traffic (Section 2 Contract Clauses - 52.222-50)

PS referred Section 3 (three) of the Solicitation Documents, namely proof of insurance. Section 4 (four) – Evaluation factors – The award of government contracts is based on factors such as price and technical acceptance.

PS referred to Section 5 (Representations and certifications) where most requirements refer to U.S. firms. Ms. Monteiro 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 the 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.

Questions & Answers

The COR addressed the meeting by explaining in detail the requirements indicated on the Statement of Work (SOW).

Mr. Scott Klimper address the meeting by explaining that the counter tops of the cabinets have to be stainless steel, resistant to continuous use. The cabinets should also be of strong resistance but not “top of the line”.

Question: Page 12/46 refers to drain pipes. Do require coper pipes?

Answer: It is not a requirement because coper pipe would require welding.

All proposals are due on September 22, 2015, by 16:00 and can be delivered to the Embassy main entrance at Av. das Forças Armadas, Lisboa or by email to: LisbonProcure@sate.gov

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 at the MSGR kitchen where other technicalities of the installation were explained to the prospective quoters.

The site visit ended at 11.35 am and all visitors were escorted out the compound by Embassy Staff.