



07/03/2013

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

MINUTES FROM PREQUOTATION CONFERENCE HELD ON JULY 3, 2013

Ref. SPO500-13-Q-0014 – Upgrade Navy Exchange (NEX) men and women restroom

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 and Jose Freitas (Procurement Clerck)

Copy of the Agenda was distributed to all attendees who signed the presences roaster.

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

- Socodofil – Nuno Ramos
- Manuel Lopes Mendes – Manuel Lopes Mendes
- Bernosssul - Jose Teixeira
- Companhia das Obras – Pedro Gaspar

- Pascoal Monteiro Construções – Hugo Pinto

- CBC – Alexandra Rosa; 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.

FAC, explained in detail the Scope of Work (SOW) on page 4 of the solicitation. He mentioned that the Government will provide all the necessary supplies and other materials. As per SOW, C7 the contractor will supply hardware such as wall anchor's, bolts and wire nuts and consumable goods such as sealant, caulk, etc.

FAC referred that one of the two restrooms should be fully operational meaning that renovation work has to be done one at the time and not simultaneously.

PA has referred the prospective quoters to SOW section where proof of liability insurance is mentioned.(C.12 page 6).

SITE VISIT

FAC mentioned the fact that the contractor shall install two electrical hand dryers inside each restroom. The contractor shall also remove the existing external light switches and install motion detector electrical light switch inside each restroom. The new switches will be supplied by the Government (USG)

FAC explained that the drop ceiling grill will remain the same. Ceiling vents should be cleaned. In addition the restroom doors are to be cleaned and varnished. All door signs should be re-used when feasible.

The contractor shall provide the USG the necessary quantities of wall and floor tiles which he or she deems necessary to complete the job. The USG will provide new bathroom sinks and toilets which will be mounted on the same spots of the existing ones.

Conclusion:

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

Question # 1 Who should provide electrical cable?

Answer # 1 Electrical cable and circuit breakers will be supplied by the USG

Question #2 Number 12.on form SF 1449 refers to discounts. What does it mean?

Answer #2 That usually does not apply to overseas solicitations.

Question #3 Is the a completion date for the work be finished?

Answer# 3 The Work is expected to be fully accepted within three (3) weeks time.

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