

Solicitation SPO500-13-Q-0001

Legal Services

Questions and Answers

Question: Page 19 (6)–“ List of clients the offeror’s/quoter’s is servicing, demonstrating prior experience in all aspects of the General and Local Labor Laws to include relevant past performance (number of cases won) and references.” Lawyers in Portugal are bound by professional secrecy and must not identify their clients. May this question not be answered?

Answer: This item refers to receiving more information from the potential bidder on their clients so that we could solicit information on past performance if needed. Whether the bidder gets approval from their clients or whatever else they choose to do could be acceptable as long as the end result is the embassy getting sufficient information to evaluate past performance on the potential bidder.

Question: Page 19 (8) –“Evidence of current Bar membership in good standing for all attorneys accredited to or working for the firm or partnership.” Which kind of evidence is required? Is a photocopy of the cards showing that my Colleagues and me are members of the Bar Association enough?

Answer: Any evidence that the potential offeror has authority to practice law in the country of Portugal.

Question: Is Page 2 to be filled out? If, yes what as to be indicated in “Block 12 – Discount”?

Answer: Page 2 of the Standard Form 1449 is not to be filled out. Page 1 of the Standard Form 1449, Block 17, 19-24 and 30 and Section 1, II Pricing, has to be filled out.

Question: Do we need to put DUNS Number on Block 17 a)?

Answer: DUNS Number is not required.

Question: Page 19 “Evidence of current Bar membership...” is required for the all attorneys of the firm or for only those that handle labor issues?

Answer: Only for those attorneys that will represent the U.S. Embassy on labor issues.

Question: Page 22 – What information is required in order to demonstrate that:

- adequate financial resources or the ability to obtain them
- ability to comply with the required performance period
- satisfactory record of integrity and business ethics

Answer: Financial statements, annual reports. All information that pertains to you or your firm’s past experience, local and international recognition, inclusion in any international directory of law firms, awards and/or honors.

Question: Page 26-36 – Is necessary to fill out items c) through o)?

Answer: Pages 26 – 36 – only apply to U.S. Firms.

Question: Please explain the role of the principal point of contact: is it just the person who will liaise with the Embassy, the team leader or both? Do you require the submission of only one resumes or resumes of the entire team members?

Answer: The point of contact should be the person that will liaise with Embassy and also the team leader. We will require the resume of the person who will be the point of contact and also of the team leader.

Question: Please explain Section 5: is it supposed to be submitted also? Section 3 does not say so. What are the clauses/paragraphs to be applied? (the formatting is not very clear in the pdf)

Answer: Section 5 applies only to U.S. Firms.

Question: Do all pages need to be initialized by the managing partner?

Answer: The only page that needs to be signed is page 1 of Standard Form 1449.

Question: However, in the spirit of mutual assistance between the US Embassy and myself (I am an American citizen) I would like to know if it is possible to schedule a meeting for more detailed explanations.

Answer: According to the procurement regulations our prospective offerors are required to put their question in writing, via e-mail, and the answers will be posted on our website to the benefit of all prospective offerors.

If the Embassy determines that additional clarification is required to ensure that offerors provide the required information, we may announce a public meeting where all potential bidders can ask questions and have answers heard by the entire group.