

May 19, 2014

Minutes of the Pre-Proposal Conference held on May 8, 2014 at 11:00

Present: Paul Stenseth, Mubanga Chileshe, Ethel Mwanaumo, Nelson Chuma, Makumba Kangwa, and representatives from Painting Companies

Introduction

The Contracting Officer, welcomed all attendees and introduced the Embassy staff.

Discussion of the Solicitation Package

The contracting Officer went through the contractual sections of the solicitation. The closing date was highlighted and the evaluation criteria was emphasized, stating that the contractors would be evaluated based on this and it was their duty to ensure they submitted all the documentation as required. The importance for the contractors to submit contactable references was reiterated. This would enable the evaluators to do past performance checks on the contractors' performance.

The technical team discussed the scope of work. Slides showing examples of poor workmanship was shown to the contractors. Slides demonstrated poor work on ceilings, hardware, exterior and interior painting. Paint should not be splashed on electrical outlets, door handles, face brick walls and any other surfaces that would not require painting. Safety issues were also discussed.

It was observed that some Contractors have the tendency of changing the SOW. Contractors were requested to send an email to Lusaka-GSO-Contracts@state.gov, if they thought a change to the SOW was required.

The paint types were said to be in line with the South African Bureau of Standards. Contractors were requested to adhere to these standards. All the standards were specified in the solicitation. The technical team also stated that all paint would be tested by the contracting officer's representative before use.

The deadline for questions was set as May 16, 2014.

Questions and Answers

1. The bill of quantities does not mention the types of houses whether they are single or double storey. This will assist when pricing the solicitation?

Answer: All houses in the solicitation are single storey buildings.

2. Can we visit the houses to enable us determine prices accurately?

Answer: The prices will be based on the square meters estimated. So there would be no need to go to see the houses. The description of works is included in the solicitation.

3. Will the re-measurements take into consideration the state of the houses?

Answer: Most houses are more than 40 years old and activity description took this into account.

4. What type of equipment should we use to apply the paint? Is spraying acceptable?

Answer: Rollers and brushes are recommended. Some works will be done adjacent to units that are occupied so spray painting is not accepted.

5. How many contractors will you award the contract to?

Answer: At least two contractors. All contractors in the competitive range will be informed of how many would have been awarded.

6. How many copies should we submit?

Answer: The standard form 1442 specifies two.

7. Are we required to submit two proposals, one for pricing and the other for technical evaluation?

Answer: Submit one proposal which should have both pricing and technical information.

8. What do the figures in L.9 mean?

Answer: That is a range within which the Government estimates the proposal prices to fall. This includes both base and option years.

9. How long will the evaluation take?

Answer: We cannot say. Normally it can take up to a month especially if negotiations are involved.

10. Should we submit our proposals in ink or should we type in the solicitation?

Answer: You may type in the document. Ink submissions are also accepted but not pencil.

11. Can we submit prices in two currencies, base year in one price and option year in another?

Answer: Choose one currency to use. The rate that the Government will use will be the rate the day the proposal closes.

12. What about the depreciation of the Kwacha?

Answer: Inflation can be factored into the price.

13. Please tell maximum for each contract year in US\$(Dollars) and if we import from RSA is it VAT & Custom duty free.

Answer: The solicitation states the total contract amount. The paint specified in the solicitation is available locally.

The meeting closed at 12:30 hours. The Contracting Officer apologized for the late start of the meeting.