

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

**PRE-PROPOSAL CONFERENCE HELD ON APRIL 21, 2016
SOLICITATION SPO50016Q0011**

Introduction:

The pre-proposal conference was called to order at 11.15am the Contracting Officer, Shelly Kadlec welcomed all and introduced the Embassy staff to the attendees.

Meeting attendees:

Embassy Staff:

Shelly Kadlec – Contracting Officer (CO)

Scott Klimper – Facility Manger and Contracting Officer Representative (COR)

António Henriques (Embassy electrician)

Luis d' Oliveira (Embassy electrician)

Adelia Monteiro – Procurement Supervisor (PS)

José Gregório – Procurement Assistant (note taker)

At Site Visit:

Oliver Kinder (Consul General)

Contractors:

Antonio J. de Oliveira (independent Consultant)

Luis Santos (PAV/Bosh)

The CO explained how contracting on behalf of the USG is a transparent process and all participants should have equal opportunities. Only written answers 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 AOPE website <http://www.acquisition.gov>.

The CO indicated that on the SF-1449 (cover page of the solicitation) blocks 17, 24 and 30a. and 30.b would have to be filled out by offeror. Information required on Block 19-24 will be provided in Section 1 – The Schedule – III. Pricing.

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 customers 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 to Section 5 (Representations and certifications) where most requirements refer to U.S. firms but local firms are urged to reply to this section as well.

CO mentioned that statements made at the pre-proposal conference do not change the solicitation, everything has to be done in writing, if there is any additional questions

please make sure that is done in writing and submitted by April 26, 2016, the answers will also be in writing and will be posted on the Embassy website.

Payment clause – please note that once we sign the contract, we cannot deviate, the CO stated. As part of the necessary documentation, you will be required to submit proof of insurance. Any of your employees coming in to work at the Embassy, for any given reason, will be subjected to preliminary security scrutiny at the entrances. The winning contractor will be responsible for all security measures for their staff and for the provision safety equipment whenever necessary.

Site Visit /Brief questions

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

He mentioned that a technical plan is necessary and other issues would be addressed during the site visit

The COR continued to review the SOW and explained that the Consulate has currently 8 windows in two different areas within the Consulate. Electrical power has to be supplied to two different places. “We are not going to drill holes thru the window so that the integrity of the windows remains unchanged” he stated. From the point of view of the SOW we need a system that allows the Consular staff to speak from one side of the window to exterior. On the other hand, the intercom system should also have paging capability to enable make announcements to the waiting room. We already created space for the amplifiers and related equipment be installed.

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 proceeded to a site visit to the U.S Consulate area where they were hosted by Mr. Oliver Kinder (Consul General). The COR and the Consul General (CG) revised the main concerns related to the existing PA system. The COR and the Embassy Electrician showed the contractors the exact locations of the cable passages, conduits and other technically related aspects in both consular rooms. This site survey allowed the prospective quoters to have an exact idea of what they expect to find when contract is awarded.

Both Mr. Klimper and Mr. Kinder explained the attendees the particularity of the works to be performed within the Consulate, not only because it is closed access of the Embassy but also because the contractor will have to work on a particular schedule to accommodate consular public working hours.

Question: Do you want the black telephone sets be removed from all eight windows?

Answer: Yes.

Questions: Do you need the counter top microphone set have connectivity jacks for headsets?

Answer: Yes.

The COR reminded all present that additional questions must be done in writing a sent thru LisbonProcure@State.gov

The COR thanked all present and the meeting was adjourned at 12:15am attendees were escorted out of the compound.