

## MINUTES OF THE SITE VISIT AND PRE-QUOTATION CONFERENCE

August 20, 2020

RFQ No. 19RP3820Q0118

SF WI-FI FOC Network Project

### Site Visit

All attendees were shown the site and were given the opportunity to familiarize themselves with the area.

### Introduction

Procurement Agent welcomed all attendees, and introduced representatives from the Contracting & Procurement Section and IRM Telephone Unit.

### Discussion of the Solicitation Package:

#### 1) SF 1442 cover sheet

- Complete blocks 14 through 20c AND 30a-c
- Deadline of submission of offers: August 28, 2020, no later than 4:00pm, THRU EMAIL.
- No offers will be accepted after 4:00pm.
- EMAIL SUBMISSIONS WILL BE ACCEPTED.

#### 2) Section A. PRICE - page 3

- Firm fixed price. Price is not subject to adjustments due to any escalation in the cost of materials, tools, equipment, fuel, transportation, labor or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.
- Price shall be in Philippine Pesos.
- Value Added Tax. VAT shall not be included in the price as it is not applicable to this contract. The US Government is exempt from payment of taxes.

#### 3) Section B, Scope of Work - page 3 & Attachment 6 - page26

- Drawing will be revised as advised by IRM Representative

#### 4) Section D. Inspection and Acceptance

#### 5) Section E, Deliveries or Performance – page 5-7

- The entire work must be ready not later than 25 WORKING days after issuance of NTP.
- Liquidated damages – Php 8,753.00
- Working Hours: 7:30 am to 4:30 PM, Monday to Friday  
(other hours if requested by the Contractor subject by the approval of the COR.)

#### 6) Section F. Administrative Data - page 7

- COR- Information Program Officer

**7) Section G, Special Contract Requirements - pages 8-12**

- Insurance: Bodily injury- PHP50k per occurrence, PHP250k cumulative;  
Property damage- PHP50k per occurrence, PHP250k cumulative.

**8) Section H, Clauses – pages 12-19**

- FAR 52.222-50 Combating Trafficking in Persons. USG has a zero tolerance policy re trafficking. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.
- FAR 52.204-13 System for Award Management Maintenance

**9) Section I, List of Attachments - pages 20-28**

**10) Section J. Quotation Information- pages 29-32**

- Each proposal must consist of the following in physically separate volumes

Volume I: Standard Form 1442, Section A (Price), a completed Attachment 4, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS and completed Section L.

Volume II: Performance schedule in the form of a bar chart and Business Management/Technical Proposal.

Electronic submissions are allowed.

- **52.204-7 SYSTEM FOR AWARD MANAGEMENT (SAM)**,  
(Your offer may be ineligible for award without proof of registration in SAM).
  - To register in SAM please go to <https://www.sam.gov/SAM/>  
or refer to the attached quick guide
  - A video guide has also been provided in our website on the link below:  
[http://manila.usembassy.gov/business\\_opportunities.html](http://manila.usembassy.gov/business_opportunities.html)
  - A Data Universal Numbering System (DUNS), and NATO Commercial and Government Entity (NCAGE) Code are pre-requisites in obtaining a SAM registration.  
Please refer to the links:

<http://fedgov.dnb.com/webform>

[http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp)

- MAGNITUDE OF CONSTRUCTION PROJECT page 31  
It is anticipated that the range in price of this contract will be: **between ₱1,226,925 and ₱4,907,700**

- FINANCIAL STATEMENT  
Income (profit-loss) Statement that shows profitability for the past ***two (2) years***.

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

- LATE QUOTATIONS: Late quotations shall be handled in accordance with the FAR52.214-23.

**11) Section K. Evaluation Criteria- page 33**

- To be acceptable and eligible for evaluation, quotation must be prepared following Section J and should be registered to SAM.
- The Government intends to award a contract to the lowest priced, technically acceptable offeror, who is a responsible contractor.

**12) Section L, Representations, Certifications and other Statements of Offerors or Quoters- pages 34-42**

- Fill out only those that are applicable.

**13) QUESTIONS**

- All questions should be submitted in writing **no later than 3PM on August 24, 2020.**

**Conclusion**

All questions and answers, minutes of the meeting and amendments (if any) will be posted on the U.S. Embassy website.

The Pre-Quotation Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.