

**MINUTES FOR THE PRE-QUOTATION CONFERENCE**  
**February 18, 2021**  
**RFQ No. 19RP3821Q0020**  
**Repair of JUSMAG-FMC Warehouse at Seafont Compound**

**INTRODUCTION:**

Representatives from the Contracting and Procurement (C&P) Office and Facility Management (FAC) Office attended the Pre-Quotation Conference at the ARC Clubhouse, located at the Seafont Compound.

The following sections were highlighted during the pre-quotation conference:

**1. SF-1442 cover sheet**

- Offerors must fill out blocks 14 through 20c and 30a-30c
- Offer due date/local time: **February 26, 2021, no later than 4PM, local time**
- No offers will be accepted after 4pm.
- Email submissions are acceptable. Send to [ManilaContracting@state.gov](mailto:ManilaContracting@state.gov) into 2 separate file folders indicating Volume 1 and Volume 2.
- If offerors decide to submit hard copies of their offer, they must submit the documents in a sealed envelope marked “Quotation Enclosed” to the Contracting Officer, into 2 separate volumes with the required number of copies. No special binding is required.

**2. Section A – PRICE, page 4**

- **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 4 and Attachment 6, page 46**

- The scope of work was discussed by the FAC representative.
- If clarifications regarding the scope of work, under Attachment 6 (page 46) are needed, questions must be submitted in writing.
- An amendment will be issued and posted to the Embassy website.

**4. Section C – PACKAGING AND MARKING, page 4**

- For imported materials, proper markings should be used as indicated in the solicitation.

5. **Section D – INSPECTION AND ACCEPTANCE, page 5**

- The Contracting Officer’s Representative or his/her authorized representatives will inspect the services from time to time to determine that the work being performed and the supplies furnished are satisfactory or acceptable.

6. **Section E – DELIVERIES OR PERFORMANCE, page 6**

- The entire work must be completed and ready for use not later than 60 working days after the issuance of the Notice to Proceed.
- **LIQUIDATED DAMAGES** – PHP12,921.76 for each calendar day of delay
  - Liquidated Damages represent an estimate of the **financial damage** the U.S. Government will incur if the work is not completed on time. They are **not** penalties.
- **NOTICE to PROCEED**, page 8 – will be issued after receiving and accepting of bonds or evidence of insurance. Only the Contracting Officer is authorized to issue the Notice to Proceed.
- **WORKING HOURS**, page 8 – 7:30am – 4:30pm, from Mondays to Fridays excluding American and Philippine holidays. Other hours, if requested by the Contractor, may be approved by the Contracting Officer’s Representative (COR).

7. **Section F – ADMINISTRATIVE DATA, page 8**

- The Contracting Officer’s Representative (COR) is the **Architectural Draftsman**.
  - The COR is **not** authorized to issue changes or direct the Contractor to perform work outside the scope of the contract. Only the Contracting Officer or CO has the authority to issue a change or changes to the contract terms and conditions through contract modification(s)
- Payment: Requests for payment may be made no more frequently than monthly.
- Invoices must be submitted electronically to **MNLFMCDBO@state.gov**.

8. **Section G – SPECIAL REQUIREMENTS, page 9**

- Upon award, the contractor shall furnish a performance bond and payment bond ---
  - Performance bond: 20% of contract price
  - Payment bond: 20% of contract price
- Insurance:
  - Bodily injury – PHP50K per occurrence; PHP100K cumulative
  - Property Damage – PHP50K per occurrence; PHP100K cumulative

9. **Section H – CLAUSES, page 13**

Contract clauses are incorporated by reference or full text and forms part of the contract. The clauses can be accessed electronically at the website provided on pages 13 and 14. If the Contractor is unable to access the sites, the Contractor may request the Contracting Office for a full text copy in writing, and a copy shall be provided.

- **FAR 52.204-13, System for Award Management Maintenance, page 14**  
An Offeror is required to be registered in SAM when submitting an offer or quotation, and shall continue to be registered until time of award, during performance, and through final payment of any contract.
- **FAR 52.222-50, Combating Trafficking in Persons page 14**  
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 52.228-4, Workers' Compensation and War-Hazard Insurance Overseas page 14**  
Contractors are encourage to review and read this clause.
- **FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment page 17**

10. **Section I – LIST OF ATTACHMENTS page 23**

11. **Section J – QUOTATION INFORMATION page 24**

- **Para. B. Submission of Quotations, page 24-26:**  
Each offer must consist of the following:
  - **Volume I** - 2 copies are required if hardcopies will be submitted
  - **Volume II** – 4 copies are required if hardcopies will be submitted
- ✓ **Email submissions are acceptable.**  
**Send to [ManilaContracting@state.gov](mailto:ManilaContracting@state.gov) into 2 separate file folders indicating Volume 1 and Volume 2.**
- **Para. D. Magnitude of Construction Project, page 27:** It is anticipated that the range in price of this contract will be between PHP1,200,000.00 and PHP4,800,000.00.
- **Para E. Late Quotations, page 27:** Shall be handled in accordance with FAR 52.214-7

12. **Section K – EVALUATION CRITERIA page 28**

- Criteria by which the USG will evaluate offers.
- The Government intends to award a contract to the **lowest priced, technically acceptable** offeror, who is a **responsible** contractor.
- Acceptability will be determined by assessing the offeror's compliance with the terms of the RFQ.
- The Government reserves the right to reject quotations that are unreasonably low or high in price.

13. **Section L – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR QUOTERS, page 29**

- Fill out only those that are applicable and indicate N/A for item/s that do not apply.
- **FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment page 35**

Offerors are required to certify:

- If they will or will not provide covered telecommunications equipment or services to the Government.
- Whether they do or do not use covered telecommunications equipment or services that uses covered telecommunications equipment or services

#### **14. SAM Registration**

Initial actions of offerors should include getting an active SAM registration.

As a current or prospective Embassy contractor/vendor, a company is required to register in the System for Award Management (SAM) database and have an active SAM registration to be eligible for a contract award.

Failure to register may disqualify a company from consideration even if they are the lowest cost, most technically acceptable bidder.

An offeror is required to be registered in SAM when submitting an offer or quotation, and shall continue to be registered until time of award, during performance, and through final payment of any contract.

It is in a company's best interest to be registered in SAM to be eligible for high dollar thresholds as well.

NOTE: There are companies that offer services to assist in registering or renewing SAM registrations for a fee. Although it is ultimately your prerogative if you decide to go through them, offerors were reminded that SAM registration is free of charge.

#### **15. QUESTIONS**

All questions must be submitted in writing so that written answers can be provided.

Oral answers during this conference are not binding unless provided in writing by the Contracting Officer.

If there are any questions, deadline of submission will be on **February 22, 2021, no later than 4pm.**

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

**CONCLUSION:**

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