

Minutes of the Pre-Proposal Conference

April 30, 2019

At the U.S. Embassy Lisbon, Portugal

19P05019Q0005

The meeting was called to order at 9:30 am. The Procurement Supervisor, Adelia Monteiro chaired the meeting and started by welcoming all attendees. Adelia Monteiro introduced Embassy Staff, Paula Anceriz (Event Coordinator), Paula Monteiro (Catering Committee), Ana Marques (Contracting Officer Representative) and José Gregorio, (Procurement Assistant and (Note Taker), Jose Freitas (Procurement Clerk).

Representatives of the following firms (Prospective Offerors) attended the meeting:

- Lisbon Marriott Hotels
- Casa da Comida
- Penha Longa
- Impacto
- Food Story

The Procurement Supervisor (PS) explained briefly the conference parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. She also indicated that any changes to the solicitation would be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

The PS informed all present that all the information regarding this solicitation will be available to all equally. It was also indicated that the solicitation and the whole contracting process is in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive.

All questions and the Embassy's official answers will be on a separate document entitled "Questions and Answers" and it will be posted on the Embassy's website.

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

The PS continued the meeting by referring to Section 2- Contract Clauses (Federal Acquisition Regulation FAR and Department of State Acquisition Regulation DOSAR). Some contract clauses are inserted by reference, other are in full on the solicitation. The clauses may be found online, at the Office of the Procurement Executive web page for additional information.

<https://usdos.sharepoint.com/sites/A-OPE/SitePages/OPEHome.aspx>

The PS referred to Section 3 – Solicitation Provisions that refer to the documents that need to be provided with the proposal. Failure to submit these documents may result in disqualification. In the event of minor documentation being omitted in your proposal we may contact you to request you to present those documents.

Quotations are due for submission on May 17, 2019 on or before 4:30pm. No late submissions will be accepted. The PS mentioned that statements made at the pre-proposal conference do not change the solicitation. As stated earlier in the meeting, all communication has to be in writing, if there are any additional questions, please make sure that they are put in writing and submitted by May 10, 2019, 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 PS 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 PS encouraged the winning vendor to submit additional names in the event that regular staff members are unable to attend for whatever reason.

The PS focused the importance placed by Department of State on issues related to Combating Human Traffic (FAR 52.222-50).

The Procurement Supervisor continued to address the meeting by calling everyone’s attention to Section 3, regarding the importance of registering in the SAM (www.sam.gov System Award Management) registration, which has become mandatory for all contractors engaging in business with the US Government for contracts above thirty thousand US dollars.

The meeting was subsequently addressed to by Ana Marques (Contracting Officer Representative COR). She referred the Event them “country western” and it is expected to take place from 18-23H on July 3, 2019 and a thousand guests (1000) are expected to attend. According to the solicitation, the contractor is expected to serve mainly finger food and deserts. Beverages will be provided by the Embassy. However, the Embassy requires all serving equipment such cups, plates, cutlery, and other related utensils duly necessary to serve. The contractor should provide

the necessary number of waiters to serve in fixed stations and well as others to serve on the Event area on a rotation type of service. The main goal is to avoid waiting lines on drinking and service.

The COR referred that the contractor will have to send a list of waiters, vehicles, cell phone numbers and ID numbers of all working at the Event as well as all delivery staff. The COR referred to the dressing code of the employees (jeans, white shirts and red bandanas).

The PS, in her final remarks to the meeting attendees reminded everyone of the proposals due date, May 17, 2019 at 4:30pm and that any questions can be done in writing to LisbonProcure@state.gov and will be answered in writing.

The PS and COR thanked all present and their interest in serving the U.S. Government. The meeting was adjourned at 10.30 am. The meeting was followed by a site visit to the Embassy cafeteria and to the Chancery backyard area where the event will be taking place.