

Minutes of the Pre-Proposal Conference

January 28, 2020

At the U.S. Embassy Lisbon, Portugal

19P05020Q0005

The meeting was called to order at 9:30 pm. The Procurement Supervisor welcomed all attendees and introduced herself Adelia Monteiro, Procurement Supervisor (PS), Victor Madeira, Facilities Maintenance Supervisor (FM) and José Gregorio, Procurement Assistant (Note Taker).

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

- Socodelfil
- Pascoal Monteiro
- António Tavares Lopes

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

CO indicated that on form SF-1442 (cover page of the solicitation) would have to be filled out by the offeror.

These websites are subject to change. Department of State Acquisition website is available at the following address:

<https://www.ecfr.gov/cgi-bin/text-idx?SID=2e978208d0d2aa44fb9502725ecac4e5&mc=true&tpl=/ecfrbrowse/Title48/48chapter6.tpl>

The Procurement Supervisor continued to address the meeting by calling everyone's attention 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. Other documentation that needs to be send along with the proposal are the insurance policy copy and the Work Plan.

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 at the entrances. The PS encouraged the winning vendor to submit additional names in the event that regular staff members are unable to attend work for whatever reason.

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

Victor Madeira, Facilities Maintenance Supervisor (FM) addressed the meeting by reviewing the Statement of Work (SOW) that is incorporated in the Solicitation. FM began by explaining the duties and roles of the Embassy personal within the contract, namely the roles of the Contracting Officer Representative (COR). He explained briefly the roles of the COR vs Contractor. This project is owned by the ESO section which drew the specification for this work. Regarding this trenching project, FM explained that all materials will be provided directly by the US counterpart and it would be mainly labor and machinery to open trenches that will be contracted. FM explained that all locations are well indicated on the solicitation's annexes.

Further in his brief to the attendees, FM explained that unfinished work on paths and passages areas is to covered with metal plaques to prevent possible accidents.

FM mentioned that the winning bidder has to present a Work-plan and appoint a project manager. Weekly reports must be submitted to the Contracting Office Representative (COR). The project is expected to begin in June 2020 and must be completed with 60 days. Firstly, all materials will be securely shipped to the Embassy.

FM emphasized the importance of having a general work plan incorporated in the proposal. FM mentioned that working hours are from 8am to 5pm on weekdays and US holidays are observed.

FM went further into details on each section of the Scope of Work (SOW) and explained them to the meeting attendees. FM emphasized that the contractor must verify if there are lines pre-installed in the zones such as crossing lines. The contractor must submit final drawings once the work is completed.

The prospective quoters were escorted out of the Manor House Dinning Room for a site visit to the compound outer areas where the existing underground connection boxes are located.

The site visit ended by 11.15 pm and all attendees were escorted out.