

**Pre-Proposal Conference  
January 5, 2021 at 10:00  
U.S. Embassy Lisbon  
Solicitation No. 19P05021Q0001  
Cooking Services MSG**

**Participants:**

Embassy Staff:

Adelia Monteiro, Procurement Supervisor

Derek Simon, Detachment Commander – MSG Lisbon

Prospective offerors participating in the conference:

Casa da Comida Events & Catering:

Paula Magalhães

Foodstory:

Joana Sardica Mateus Reis

Patricia Alves Simões da Silva

Fabio Antero Rodrigue Abreu

Prime Temp

Vasco Miguel Jardimha Prazeres

Mario Jorge Figueiredo Godinho

**ABBREVIATIONS AND ACRONYMS:**

CO – Contracting Officer

COR – Contracting Officer Representative

PS – Procurement Supervisor

FAR – Federal Acquisition Regulation

DOSAR – Department of State Acquisition Regulation

A/OPE – Office of the Procurement Executive

SOW – Statement of Work

USG – United States Government

The meeting was called to order at 10:15 am at the Manor House of U.S. Embassy Lisbon.

The meeting was conducted by Ms. Adelia Monteiro, Procurement Supervisor (PS).

PS reviewed the conference parameters and stated that any changes to the solicitation that will result from the meeting will be made via written amendments and those will also be published in the sites (Embassy website and beta.sam.gov).

PS explained the complexity of some solicitations and how Federal Acquisition Regulation (FAR) and Department of State Acquisition Regulation (DOSAR) apply to the solicitation process. She also referred the role of the Office of Procurement Executive (A/OPE), as the umbrella organization that oversees all the Department of State contracting activities.

PS referred that solicitation is published on the Embassy website and also on Beta.sam.gov site giving it a wider visibility to U.S. and overseas prospective offerors. Participants in the meeting were reminded that Questions and Answers (Q&As) will also be made public through those channels. Adelia Monteiro (PS), explained that questions will not be answered individually to each prospective offeror, but answers will be compiled and posted at the Embassy website and in Beta.sam.gov site. Questions related to the solicitation must be sent in writing by January 8, 2021 to [LisbonProcure@state.gov](mailto:LisbonProcure@state.gov)

The Procurement Supervisor reminded everyone of the importance of filling out form SF1449 correctly. She also referred to Section 1 (Price), the solicitation that needs to be filled out as well.

PS explained that some contract clauses are cited by reference, others are in full text. All U.S. Department of State contracting activity is regulated by the Federal Acquisition Regulation (FAR) and by the Department of State Acquisition Regulation (DOSAR).

PS indicated that this will be 1 (one) base year plus 1 (one) option year contract. The USG has the unilateral right to exercise the option year of the contract.

PS reviewed Section 2 of the solicitation and pointed out to the participants that SAM.gov registration is mandatory for all contracts above \$30,000.00. SAM.gov web site contains various hyperlinks to help pages and to explanatory videos. SAM.gov entails acquiring a DUNS and NCAE number prior to registration.

PS referred to the Trafficking in Humans Clause, a subject that is taken very seriously by the U.S. Department of State.

Each offeror must complete FAR clauses 52.204-24 and read in its entirety 52.204-25. In the event that an offeror uses covered telecommunications equipment or services, additional actions are required.

PS went over Section 3 – Instructions to the Offerors and stated the importance of the offerors presenting with their proposals the requested documentation.

PS went over Section M – Evaluation Factors for Award. PS explained in detail how proposals are evaluated by a Technical Evaluation Panel (TEP) which analyses all proposals without its price references. The outcome of TEP follows to both the CO and the Procurement Section for Price Analysis before a final decision is reached for subsequent award. The winning proposal is the one that is considered technically acceptable and lowest price. The USG has the prerogative of going back to the offerors and negotiate offers or simply award based on the initial proposals.

PS emphasized the important of all offerors submitting with their proposal Section 5 – Representation and Certification properly filled out.

At this point Derek Simon, Detachment Commander, went over in some detail the work statement. Derek Simon will be the COR of the contract and he will be liaison between the Contracting Officer and the Contractor once the contract is awarded.

He emphasized the importance of diversified menu, menu planning and the concept of operations. He also stated that the MSGR patrons are a diverse group composed of those who have traveled extensively and been exposed to many cultures as well as those who prefer their own regional cuisines in the U.S. So, menu should reflect that diversity.

He also went the schedule and amount of meals required per day and schedules.

The PS thanked everyone for their presence at the meeting. The meeting was adjourned at 11:30.

The meeting was followed by a site visit to the facilities.