

Minutes of the Pre-Proposal Conference

May 4, 2018

At the U.S. Embassy Lisbon, Portugal

19P05018Q0009

The meeting was called to order at 3:30 pm. The Contracting Officer (CO), Shelly Kadlec, welcomed all attendees and introduced Embassy staff Adelia Monteiro (PS), Procurement Supervisor, Paula Lopes, Property Manager and José Gregorio, Procurement Assistant (Note Taker).

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

- Homerest
- Dia-a-Dia
- Impacto
- Hardrock Café

The Contracting Officer (CO) 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 CO 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 document entitled "Questions and Answers" and it will be posted on the Embassy's website.

CO 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 CO 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. <http://a.m.state.sbu/sites/OPE/default.aspx>

CO 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. CO stated that the prospective offerors should review their checklist, before its submission.

Quotations are due for submission on May 15, 2018 on or before 4pm. No late submissions will be accepted. CO 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 9, 2018, 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 CO 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 CO encouraged the winning vendor to submit additional names in the event that regular staff members are unable to attend for whatever reason.

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

The Contracting Officer (CO) 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 CO, in her final remarks to the meeting attendees reminded everyone of the proposals due date (May 15, 2018 at 4pm.) and that any questions can be done in writing to LisbonProcure@state.gov and will be answered in writing.

The CO and PS thanked all present and their interest in serving the U.S. Government. The meeting was adjourned at 4.30pm. The meeting was followed by a site visit to the Embassy cafeteria and to the Chancery backyard area where July 4 Event (on 29 June) will be taking place.

All attendees were escorted out of the Embassy by 5pm.

QUESTIONS AND ANSWERS:

1. Question: What structures/materials will be provided? Tables? Table clothes?

Answer: Long tables, cocktail tables, table clothes will be supplied.

2. Question: Will bar ware/glasses be supplied by the embassy?

Answer: yes

3. Question: Do we need to indicate the allergy warnings/ingredients in the food?

Answer: No but your servers should be aware of what they are serving should individuals ask.

4. Question: Will ice be provided?

Answer: yes

5. Question: What space will we be allotted?

Answer: Most of the paved area of the front of the embassy will be used to serve food, set up bars, etc. The exact placement of tables will be determined later and the vendor will be invited to come back to review their allotted space.

6. Question: What supplies does the vendor need to provide?

Answer: All serving plates, dishes, napkins, platters, heating and cooling dishes and anything else indicated in the contract.

7. Question: Will the embassy supply whatever is necessary to serve the ice cream or other donated foods?

Answer: yes