

**Minutes from Pre-Quotation Conference/Site Visit of June 24, 2020**  
**RFQ No. 19PP5020-Q-0003**  
**Services to Repair Pool and Deck at Davetari Drive Section 51 Lot 96**

## **Site Visit**

### **Introduction**

All attendees arrived at 0855 and signed in for the Pre-proposal conference and site visit. The Procurement Agent (On behalf of the Contracting Officer (CO)) welcomed all attendees and introduced representatives from the General Services Office (GSO)/procurement Section and Facility Management (FM)Section.

### **Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

#### 1) SF-18 Cover sheet

- (1) Offer due date/ local time: **July 10, 2020; 4.00pm Papua New Guinea local date/time**
  - Blocks 11(c), (e), (f), Blocks 13 (a), (b), (d), (f) and 15 to be filled out, all information given must be accurate
- (2) No offers will be accepted after 4.00pm
- (3) No electronic submissions will be accepted.
- (4) Offers **must be addressed and** submitted to the U.S. Embassy Port Moresby, General Service Office/Procurement, Section 4, Allotment 4, Douglas Street Downtown **Attention to Contracting Officer and the Envelop must clearly Indicate Solicitation number 19PP5020-Q-0003**
- (5) Proposal submission to be done in two parts (**3 copies of each proposal**).
  - a) **Pricing Proposal** – done as a quote clearly showing company address, Phone number and Logo, GST/TIN number to be clearly indicated.
  - b) **Technical Proposal** – Done as a proposal submission, also indicating company address, phone number, indicating capabilities, qualifications, references, Section L of RFQ to be used as a guide.
- (5) Any extension shall be through an amendment issued by the Contracting Officer.

#### 2) Section A (page 2)

- (1) Pricing - Include in total fixed price – Labor, materials, overhead and profit
- (2) Goods and Services Tax – to be included as separate line item
- (4) Price currency – Papua New Guinea Kina (PGK)

3) Section B (Page 2) – Scope of Work – Contracting Officers Representative (COR) – Introduced the Government Technical Monitor (GTM), the current facilities Manager (FM) and the roles each would take during the construction process.

The attendees were shown the site and given the opportunity to familiarize themselves with the pool area. Measurements were taken from the existing pool and deck; tile samples were presented by COR and GTM AC and measurements taken. The GTM pointed out where the potential leakage area would be and Part of the water leakage was from the pool drainage pipe running through the staff quarters, attendees were taken into the staff quarters to check the type of material the pipe was made of and take measurement of the pipe.

Briefed Potential Contractors on

1. Pool Repair requirements as per the scope of work (SOW)
2. Deck Tile services as per the SOW
3. Performance date, work to be completed 40 calendar or business days after notice to proceed letter as per section E

4) Section D.2 (pages 5-6) – Final Completion and Acceptance

(1) **D.2.3. Final Inspection and Tests (Page 5)** – 3 days advance written notice of the date when work will be fully completed and ready for inspection

(2) **D.2.4. Final Acceptance (Page 6)** – CO to determine through inspection or test if job done is satisfactory and payment to be done under the obligation.

- Through Inspection and testing, there are defects found, CO to issue a schedule of defects to contractor to complete and if all defects are corrected, payment to be done under obligation.

5) Section E (page 6-8) – Deliveries and Performance

(1) **52.211.10 Commencement, Prosecution and Completion of Work (Page 6)**

- Work to commence 10 calendar days after the date contractor receives NTP
- Work to be completed within the work schedule put forward by contractor
- Liquidated damages - **\$4,160.72**/for each calendar day of delay until work is completed or accepted.

(2) **Contractors Submission of Construction Schedules (Page 6)**

- Schedule to be submitted 3 calendar days after receipt of executed contract.
- Schedule to show time when Shop drawings, product data, samples etc. to be submitted and approved
- Once CO accepts schedule, it is binding upon the contractor

(3) **Notice of Delay (Page 7)**

- Contractor must issue a notice of delay not more than 10 days after first event giving rise to delay
- Only CO may make revise to the approved time schedule.

(4) **Working hours (page 8):** 8.00am -4.30pm, Mon-Fri (except for holidays), other hours to be requested 24hrs in advance and to be brought to CO's attention by COR for approval.

Section F (Page 7) – Administrative Data

(1) COR is the FSN Facilities Supervisor assisted by the GTM – FM

6) Section G (Page 10-14) – Special Requirements

(1) G.1.0 Performance/Payment Protection – Bank guaranty is 50% of the total contract price. Must be provided by contractor to the CO within 10days of Notice to Proceed

(2) **Paragraph G.1.0 Insurance (page 10)**

-Provide whatever insurance is legally necessary before work can proceed on a Government installation.

(3) **Paragraph G.2.1 General Liability - bodily injury and property damage (page 7)**

- Bodily Injury – US\$500,000 per occurrence, US\$100,000 cumulative
- Property Damage – US\$20,000 per occurrence, US\$40,000 cumulative

**(3) Paragraph G.7.0 Equitable Adjustments (page 10)**

- Change of condition of the project site to be determined using changes clause and the circumstances surrounding the changes under that clause.
- Contracting officer to be notified within 20 days through prompt written notice stating the circumstances of the change

**7) Section J – Quotation Information (page 24-28)**

(1) Defense Base Act (DBA) Insurance required before contractor can carry out and work on a USG property. Link provided in RFQ document.

**(2) Magnitude of Construction Project (Page 21)**

- It is anticipated that the range in price of this contract will be K80,000 to K120,000

**8) Section K – Evaluation Criteria (page 29)**

(1) Lowest price technically acceptable, responsible offer

(2) Evaluation Factors used to assess the offeror's compliance with the terms of the RFQ.

**9) Section L (pages 30-38) Representations, Certifications and Other Statements or Offerors or Quoters**

(1) Offerors to fill up all portions, put N/A if not applicable and not to leave anything blank

(2) Registering in SAM using links provided or contact CO for assistance

**OTHERS**

**The offerors were also reminded of the following:**

1. Performance Schedule – Successful contractor to make sure to keep up with schedule or timeline of the project that is submitted to the Contracting officer.
2. Attachment#2 – United States Department of State Breakdown of Price by Divisions of Specifications (page 41).
  - Offerors instructed to fill out the breakdown of price template as shown in the RFQ document

**Questions:**

The attached questions were asked during the conference and site visit or prior to the conference:

**CONCLUSION**

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

The Pre-Quotation Conference at 10.50am and attendees were thanked for attending the pre-quotation conference and site visit. The meeting was adjourned.

Prepared by:

Reviewed by:

Approved by:

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