

Solicitation No.: 19TC1021Q0010
Supply & installation of drop arm barrier equipment
Site Visit – Minutes of Meeting

Date: March 15, 2021 **Time:** 09:05 am – 09:45 am
Venue: Municipal parking lot of U.S. Embassy Abu Dhabi

Panel: *Supervisory Maintenance Engineer*
Contract Management Specialist and Contracting Officer’s Representative (COR)
Government Technical Monitor (GTM)
Procurement Agent

Attendees: 2 representatives from one company

Introduction:

The Procurement colleagues welcomed all interested bidders, explained the purpose of the meeting, and introduced the Embassy’s panel. The rest of the meeting attendees introduced themselves. Attendance was taken; however, distribution of a sign-in sheet was not done in consideration of the current pandemic situation.

The due date for submitting questions concerning this meeting and RFQ was set to 10:00 AM on March 15th, 2021 via email to AbuDhabiContracts@state.gov or JohnJM@state.gov .

Note to Bidders:

The information contained within these questions and answers is provided for informational purposes and under no circumstances shall it be construed to change any terms and conditions or requirements within the solicitation. If any answer does address a change in the solicitation, it will reference an Amendment.

Overview:

The Procurement Agent explained the following:

- Due to the pandemic, pre-quotation conference could not be held considering the safety of everyone attending the site visit.
- “Important notes to prospective bidders” will be sent to all along with the answers to the questions, if any.

The COR explained the Scope of Work (SoW) of the solicitation in detail.

- The SOW is very descriptive with sufficient information to provide a competitive quote.
- Go through Section J (Quotation Information) thoroughly as it explains how a technical quote must be submitted.
- A copy of drawing was provided to the bidders.
- There would be two approvals need to be obtained, i.e. Abu Dhabi Municipality and Special Task Force.

- It is recommended to provide a good window period of project completion period while applying for these local authority approvals to tackle any unforeseen delays.

The pre-quotation conference adjourned at 09:45 am.

QUESTIONS AND ANSWERS FROM THE PRE-QUOTATION CONFERENCE:

The following table reflects questions as raised by prospective bidders. Our answers are based on the solicitation documents and other relevant guidance or regulations.

Number	Question as submitted by bidders	Answer from the Contracting Office
1.	As per RFQ, 6m unit is proposed. According to the site visit, required more than 6m length for arm. If the RFQ model doesn't have 8m, shall we propose alternate model?	The Contractor shall supply 6m (total length of the arm) model drop arm barrier unit.
2.	Any document support from client while requesting authority approvals?	Yes. If requested, the Embassy will provide letter to the Contractor to support their documentation for requesting local authority approvals.
3.	AutoCAD drawings availability	Question is not clear. The Contractor shall use the attached PDF layout plan for easy understanding of the work requirement and the location of the existing/new drop barrier units.
4.	Work timing	Saturday through Thursday from 08:30hrs – 17:00hrs. Contractor shall avail one day weekend on Friday and local holidays. RFQ Amendment is issued sincere there's change in working hours.
5.	COVID 19 protocols requirements	It is the responsibility of the Contractor to ensure their personnel who report for work have no symptoms of fever, illness, cough, and any other symptoms related to COVID-19.

Important Notes to prospective bidders:

- The Contracting Officer (CO) of the U.S. Embassy Abu Dhabi is the point of contact (POC) until the contract is awarded. The Contracting Officer's Representative (COR) becomes the primary POC after the contract award. After award, the awardee will be notified of the COR appointment.

- The contract will be awarded based on Lowest Priced Technically Acceptable (LPTA) bidder as the U.S. Government (USG) is very transparent and treats all bidders equally and without prejudice.
- This is for a small project and a firm-fixed price contract. The U.S. Government shall award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.
- The pricing should be submitted in the same format of the solicitation in AED.
- Bidders must exclude the Value Added Tax (VAT) amount. The pricing table should NOT show the VAT calculation; however, once the contract is awarded, the Contractor will submit all relevant tax invoices including VAT. Once verified, the Embassy will pay the full invoice value.
- Bidders must submit an audited financial statement for the past three years – not just a print out of the Statement of Account from their banks – in order for the USG to evaluate the financial resources of the bidders.
- To be acceptable and eligible for evaluation, bids must be prepared in accordance with Section J, and must meet all the requirements set forth in the other sections of the solicitation.
- SF1442 (Cover sheet) must be filled in (Block 14, 15, 17, 20A, 20B & 20C) duly.
- Fill in all the applicable blanks in Section L of the solicitation.
- Bids will be evaluated in two phases: Technical Evaluation and Price Evaluation.
- Your quote must be submitted electronically to AbuDhabiContracts@state.gov copying JohnJM@state.gov marking the subject line "*Quotation Enclosed – Solicitation No.: 19TC1021Q0010*". Quotations must be received on or before March 28, 2021 at 04:00 pm (UAE time). No quotation will be accepted after this time.
- Only PDF formatted documents will be accepted. Please ensure your attachment(s) do not exceed 10MB per email. If there are more files to be attached, send separate email(s) within the stipulated file size restriction, following the aforementioned subject line marking instruction.
- Price and technical quotes must be submitted separately.
- The contractor must submit a bank guaranty of 10% of the contract value after 10 calendar days of contract award.