Request for Quotation – PR9160896
Replacing existing shatter-resistant film on all Stair 3 glass panels

Pre-Quotation Conference and Site Visit
Minutes of Meeting

Date: May 28, 2020  Time: 9:30 – 10:30 a.m.
Venue: U.S. Embassy Abu Dhabi (Stair 3 area)

Panel: Anthon Petty – Facilities Maintenance Officer
        Christy Britto – Contract Management Specialist (COR)
        Dhanakkodi Venugopal – General Maintenance Supervisor
        Jacob John - Procurement Supervisor
        Erlan Ibrayev - Purchasing Agent

Attendees: Sea Line General Contracting
           MYLA General Trading
           Illusionaire Auto LLC
           ROIC Global
           Solar Safety Film Trading LL

Introduction: Anthon Petty welcomed the bidders, explained the purpose of the meeting.
Christy Britto explained the SOW (Scope of Work) and technical side of the project. Jacob John
explained contractual side of the project.

Note to Bidder: The information contained within these questions and answers is provided
for informational purposes only. Under no circumstances shall it be construed to change any
terms, conditions, or requirements within the solicitation. If any answer does address a
change in the solicitation, it will be referenced in an amendment.

Overview:
The attendees were escorted to the Stair 3 area on first floor where the Pre-Quotation
Conference commenced. After the panel members gave their presentations, below, the
attendees were invited to inspect the work site.
Anthon explained:
• The SOW in brief and demonstrated the peeling of existing film.
• That the area to be serviced is the 73 glass panels surrounding the Stair 3 between first
  and third floors.
Christy Britto, the COR, explained the Scope of Work (SOW) of the solicitation in detail:
• That the Embassy is looking for a professional and authorized contractor with
good/excellent quality of services.
• That any license/permit/certifications required to maintain contractor’s performance
shall be the responsibility of the contractor.
• That bidders may suggest alternative to 3M brand products, provided that the technical
specifications and quality is superior to that which is in the SOW.
That period of performance is 30 days from the Notice to Proceed date; the film application shall be free of air bubbles, signs of waviness and distortion after 30 days; if noticed additional 15 days to remedy any defects.

That bidder shall provide brand, model of the shatter-resistant film with the quote; and time to execute the work.

That the quote will not be negotiated once submitted.

Jacob John explained following:

- The contract is a firm-fixed price – once the contract is awarded it cannot be modified to increase the price.
- The pricing should be submitted in the same format of the solicitation by completing the relevant blocks of SF-1449. Contracting Office will not consider a bid if the bidder submits in bidder’s letterhead.
- Price quote should be in local currency, which is Arab Emirates Dirhams (AED/Dhs).
- Value Added Tax (VAT) is not included in the solicitation pricing table. Instead, it will be priced as a separate line item on Invoice(s).
- Bidder shall submit a Technical Offer and Commercial Offer as separately labeled documents, not to exceed 10MB/file, in an email addressed to AbuDhabiContracts@state.gov with the Request for Quotation (RFQ) identification: PR9160896 - Replacing shatter-resistant (Mylar) film in subject line, prior to the deadline.
- RFQ submission deadline is June 15, 2020 at 5 pm local time.
- Bidders are reminded to submit their Technical and Commercial questions by 5:00 p.m. on June 1st, 2020. The Embassy will then combine all questions and answers to be disseminated to all prospective/interested bidders and will also be posted on the Embassy webpage.
- Apart from UAE Workmen’s Compensation Plan (WCP) required by all UAE-licensed companies for their workers, the bidders must purchase Defense Base Act Insurance (DBA insurance), as a separate item as per the U.S. Government requirement. The list of U.S. Department of Labor approved DBA insurance providers is here: https://www.dol.gov/owcp/dlhwc/lscarrier.htm. Once awarded, the Embassy will instruct the Contractor to submit a quotation for review. Once approved, the contractor will procure this DBA insurance, and submit the invoice separately as soon as the policy is issued. The policy start date must be the same as the date of contract effective date. The Contractor’s name on the policy must be the same as the Contractor’s license and their SAM registration. The entire amount of the DBA insurance premium paid by the contractor will be reimbursed.

Erlan Ibrayev added that any communications or clarifications pertaining to the solicitation should be through Abu Dhabi Contracting Office at AbuDhabiContracts@state.gov only.

The pre-quotatoin conference adjourned at around 10:30 a.m.