MINUTES FROM THE PRE-QUOTATION CONFERENCE
June 18, 2026, 8:00 a.m.
RFQ No. 19RP3826Q0074
MOSQUITO CONTROL SERVICES FOR THE CHANCERY AND SEAFRONT COMPOUNDS

INTRODUCTION

The Pre-Quotation Conference convened at the Facility Management (FAC) Conference Room, Seafront Compound, Pasay City.

Procurement Agent Cherie Mhel M. Castillo opened the conference, welcomed attendees, and introduced Procurement Agent Jewela S. Acuzar from Contracting and Procurement (C&P) and Facility Management (FAC) Representative Charles Moleta.

I. DISCUSSION OF THE SOLICITATION PACKAGE

The following sections were highlighted during the pre-quotation conference:

1. **SF-1449 cover sheet**
   - Fill out blocks 12,17,19-24 and 30 as appropriate
   - Offer due date/local time: **June 25, 2026*, no later than 4PM, Philippine local time**
   - No offers will be accepted after 4pm.
   - Email submissions are encouraged and will be accepted. Send to ManilaPurchasing@state.gov into 2 separate file folders indicating Volume 1 and Volume 2. File size must not exceed 10MB* per email

*An amendment will be issued to extend the submission deadline from June 25, 2026 to July 2, 2026 and reflect the change in file size from 30MB (as stated in the Invitation Letter) to 10MB.

2. **Section 1 – The Schedule**
   Firm Fixed Price. Shall include all labor, materials, all insurances (see FAR 52.228-4 and 52.228-5), overhead, and profit.
   ** Price is not subject to adjustments due to any escalation due to fuel, transportation, inflation rate, etc. or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.
   Value Added Tax. VAT shall not be included in the price as it is not applicable to this contract. The US Government is exempt from payment of taxes.
   Local/Foreign firms must submit prices in Philippines Pesos. Payments will also be made in Philippine Pesos.

3. **Section 2 – Contract Clauses**
   Contract clauses are incorporated by reference or full text and forms part of the contract. If the Contractor is unable to access the sites, the Contractor may request the Contracting Office for a full text copy in writing, and a copy shall be provided.

FAR 52.222-50 Combating Trafficking in Persons p20
USG has a zero tolerance policy re trafficking. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.

DOSAR 652.242-70 Contracting Officer's Representative (p33)
The COR for this contract is the FAC Safety Coordinator Assistant.
*The COR is not authorized to issue changes or direct to the Contractor to perform work outside of the scope of the contract. Only the CO has the authority to issue a change or changes to the contract terms and conditions through contract modification(s)

FAR 52.228-4, Workers' Compensation and War-Hazard Insurance Overseas p41
DBA insurance, in accordance with FAR 28.305 and PIB 2017-04 . US Embassy Manila has an active waiver. Although contractors are encouraged to review and read this clause.

Statute NDAA 889(a) (1) (B) and the prohibition on contracting with entities using certain telecommunications and video surveillance service or equipment.
Please review FAR 4.21 and PIB 2020-05 and highlight clause FAR 52.204-25 in Section 2 and the provision 52.204-24 in Section 5 and the offerors requirement to certify:

- That they will or will not provide covered telecommunications equipment or services to the Government.
- Whether they do or do not use covered telecommunications equipment or services that uses covered telecommunications equipment or services

If the offeror does not comply with representations and certification (either in their offer or in SAM), the offer is considered non-responsive. The CO may remove the offer from consideration for award per FAR 4.2103. If the Offeror represents that it does use the prohibited technology or services, it is only eligible for award if a narrow exception applies or if a waiver is obtained.

4. **Section 3 – Solicitation Provisions**
Each offer must consist of the following:
Volume 1 or A.1
- Standard Form 1449 cover page (complete blocks 12,17,.19-24 and 30)
- Section 1 – Please indicate currency
- Section 5 – Fill out all items that are applicable

Volume 2 or A.2
- Use the list of submittals as a checklist to ensure that all criteria have been addressed.

FAR 52.204-7, System for Award Management
- Your offer may be ineligible for further consideration without proof of registration in SAM.

- SAM registration is FREE OF CHARGE. There are companies that offer services to assist contractors in registering or renewing your SAM registration for a fee. Although it is ultimately the contractor's prerogative if they decide to go through them, please be reminded that SAM registration is free of charge.

SITE VISIT – page 41

- Site visits serve as an opportunity for offerors to gain firsthand knowledge of the project site, its surroundings, and any existing conditions.
- Mandatory. Acceptance of any offer is contingent upon compulsory attendance of the site visit. Failure to attend the site visit will result in proposal rejection. We will be visiting 2 locations (Seafront and Chancery)
- Taking photos is not allowed during the site visit. Offerors are urged and expected to inspect the sites.

5. **Section 4 – Evaluation Factors**

Criteria by which the USG will evaluate offers.
The Government intends to award a contract to the **lowest priced, technically acceptable** offeror, who is a **responsible** contractor.
Acceptability will be determined by assessing the offeror's compliance with the terms of the RFQ and attendance to the site visit.
The Government reserves the right to reject quotations that are unreasonably low or high in price.

6. **Section 5 – Representations and Certifications**

Fill out only those that are applicable and indicate N/A for item/s that do not apply.

- NDAA: 52.204-24 and 52.204-26 under pages 47-50

7. **Questions**

- QUESTIONS must be submitted in writing so that written answers can be provided. Oral answers or any changes discussed during this conference are not binding unless provided in writing by the Contracting Officer.
- **Written questions must be submitted on or before 22 June 2026, 1:00 P.M. (Philippine local time);** *Note: indicate the RFQ number, specific section, subsection, paragraph no. in listing questions; No additional questions will be accepted after this date)*
- If answers to questions necessitate a change in the solicitation, an amendment will be issued. If not, a general Questions and Answers will be posted on SAM.gov.

10) REMINDERS

- Deadlines shall be strictly observed.
- Follow instructions.
- Submit required volumes and indicate currency on offer.
- Any extension to the submission deadline shall be through an amendment issued by the Contracting Officer.
- Any updates, questions and answers, minutes of the meeting and amendments (if any) will be posted on SAM.gov and the U.S. Embassy website.
- The Embassy will not always provide you with notifications about the updates, so offerors are encouraged to check the SAM.gov website regularly.

II. SITE VISIT

All attendees were shown the sites (Seafront and Chancery Compounds) and were given the opportunity to familiarize themselves with the areas.

CONCLUSION

The Pre-Quotation and Site Visit concluded, and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.