

Port Authority of Guam
Jose D. Leon Guerrero Commercial Port

PRE-PROPOSAL MEETING MINUTES
REQUEST FOR PROPOSAL (RFP) No. PAG-018-003, AUDIT SERVICES

August 22, 2018, 10:00 a.m. (Guam Time) located at the Port Board Conference Room

Attendees: Refer to attached Attendance Sheet

Officiated by: Mark Cabrera, Buyer Supervisor- Acting

The Pre-Proposal Conference began at ____ a.m.; providing time allowance for any late attendees.

The meeting began with introductions. The attendees were advised to refer to the agenda that was distributed. The intent of the RFP with reference to the Scope of Service in the RFP and the purpose of the meeting was expressed, and Offerors were reminded of the following:

- **Deadline to Submit Proposals:** Friday, September 7, 2018, 10:00 a.m., at Port Procurement Office 2nd Floor PAG Administration Building. Proposal(s) to be submitted or received after 10:00 a.m. Guam Time will NOT be considered and returned unopened.
- **Required copies:** One (1) complete original, Five (5) hard copies & One (1) copy in an electronic File or CD containing as PDF format.
- **Deadline to submit all questions, concerns & clarifications:** 4:00 p.m., Thursday, August 23, 2017 and must be in writing, addressed to the attention of PAG General Manager Joanne M.S. Brown or to Joy Jean Arceo Procurement & Supply Manager-Acting via facsimile @ 671-472-1439, or submitted at the Port Procurement Office, located at the 2nd floor of the Administration Bldg., or emailed to Ms. Arceo at jrarceo@portguam.com.
- Written questions are strongly encouraged so the Port can provide proper responses in a form of an Amendment to the Request for Proposal (RFP) and will be a part of the RFP & its entirety and shall be distributed to the registered Offeror's.
- **Required Documents**
 - **Non-Collusion Affidavit**
 - **Major Shareholder Disclosure Affidavit**
 - **Special Provisions Affidavit**

Offerors are reminded that PAG encourage all to register their contact information to ensure receiving any notices regarding any changes or updates to the RFP and PAG shall not be liable for failure to provide notice to any party who did not register their contact information.

The meeting ended with no questions received from attendee. Pre-Proposal Meeting adjourned at 10:20 a.m.

Prepared by: Denise Calvo

Attachment: Agenda and Attendance Sheet