

# Pre-Bid Conference Meeting

IFB GHURA-24-13

Office Cubicle and Carpet Replacement

Thursday, July 25, 2024, 2:00 p.m.

1. Please note that this meeting is being recorded as part of the procurement record.
2. Announcement of the IFB, date and time.
3. Introduction of Staff and attendees
4. Reminders:
  - a. Bid Closing/ Public Opening, date and time is **Wednesday, August 21, 2024 at 2:00pm**. However, you may submit your bid prior to closing date. Please be sure to notify the front desk to contact the procurement office to receive and properly secure your **sealed bid proposal**.
  - b. Note, if there are any addendums, Reponses to Inquiries or Amendments that are issued by GHURA, they will be distributed to all registered contractors, and posted on our website. [www.ghura.org](http://www.ghura.org).
    - i. Contractors are encouraged to acknowledge all correspondences sent from the procurement office.
  - c. Deadline for questions, which must be submitted in writing via email, and addressed Antonio Camacho, Housing Procurement Administrator, at [proc@ghura.org](mailto:proc@ghura.org), no later than **Monday, August 12, 2024**.
  - d. Bid Packet: Please thoroughly review the Technical Specifications to confirm the full understanding of the procurement. Additionally, ensure that all required forms (e.g. GHURA, OAG, HUD) are complete and submitted with your proposal.
  - e. Please advise that all contracts must be followed accordingly based on specifications provided. In addition, GHURA will monitor all contract phases to ensure full compliance and that all timelines are met.
  - f. Maria Canete – AE: Overview of Section 3, and HUD requirements.
5. Site visit: **Tuesday, July 30, 2024 at 9:00 am**. Sinajana main office.
6. A&E