



## PRE-PROPOSAL CONFERENCE AGENDA

### RFP-PAG-025-001 New Terminal Operating System for the Port Authority of Guam

Date: Sept. 16, 2025 Time: 10:00 a.m.

Location: Virtual Mtg. Via Zoom

#### I. Introduction

- a. PAG Representatives
- b. Others

#### II. Intent and Purpose

PAG is soliciting proposals from qualified professionals to provide professional services to replace the Port's current Legacy Terminal Operating System to install and implement a New Terminal Operating System.

#### III. Description of Services: The services required are indicated in **Section III. Scope of Services** found on Page 38 of 100 of the RFP.

#### IV. RFP Process and Requirements:

- a. **Deadline to submit Questions & Concerns (Q&C):** Wednesday, September 17, 2025 – NO LATER THAN 4:00 P.M. CHST, (CHamoru Standard Time) and addressed to: General Manager, Mr. Rory J. Respicio at [rjrespicio@portofguam.com](mailto:rjrespicio@portofguam.com), and Attn: Mr. Mark A. Cabrera at [macabrera@portofguam.com](mailto:macabrera@portofguam.com), or send via fax to 671-472-1439.
- b. **Submission Deadline:** Monday, October 27, 2025 at 4:00 PM CHST (CHamoru Standard Time), 1<sup>st</sup> Floor Port Procurement Office, located in the PAG Admin Bldg. **NO LATE SUBMITTALS WILL BE ACCEPTED.**
- c. **Required copies:** One (1) complete original, five (5) hard copies, one (1) CD or USB containing electronic file copy of the complete proposal in PDF format. Electronic submissions shall be submitted in .pdf format and sent to [rfp.pag.25.001@gmail.com](mailto:rfp.pag.25.001@gmail.com)
- d. Reminder to Prospective Offerors, Special Provisions and required AG Forms for Submittal:
  - Cover Letter Referencing RFP-PAG-25-001 which list the contents of the response and all required information about the offeror, as set forth in its section
  - Offeror;s Proposal addressing all informational items and factors required in the RFP
  - Proof of any required licensure to perform the Services on Guam (unless not required until a later time pursuant to the terms of this RFP)
  - Form 002 - Declaration Disclosing Ownership and Commissions
  - Form 003 – Declaration re Non-Collusion
  - Form 004 – Declaration re No Gratuities/Kickbacks
  - Form 005 - Declaration re Ethical Standards
  - Form 006 - Declaration re Compliance with U.S. DOL Wage Determination
  - Form 007 –Declaration re Contingent Fees
  - Current U.S. Department of Labor Wage and Benefit Determination SCA
  - Subcontractor Utilization Form
  - Certification of Non-Employment of Convicted Sexual Offenders
  - Conflicts of Interest Disclosure Form
  - Appendices A and B

A Pre-Proposal Conference Summary will be prepared and issued to all registered Offerors containing today's meeting minutes. Questions and Concerns shall be submitted in writing and addressed to Port General Manager Mr. Rory J. Respicio at [rjrespicio@portofguam.com](mailto:rjrespicio@portofguam.com) and attention to Mr. Mark A. Cabrera at [macabrera@portofguam.com](mailto:macabrera@portofguam.com)

**Questions / Inquiries (if any).**

**Reminder:** Nothing stated at this Pre-Proposal Conference shall change the RFP unless a change is made by written Amendment (§3109(g)(4)). Amendments will be provided to all registered Offerors.

**V. Registered Offeror**

A Registered Offeror is one who registered with PAG Procurement Office. If you have not obtained the RFP packet and registered, you may register and download RFP material, at no cost, from the Port's website: <https://www.portofguam.com/bids-and-rfps>.

**VI. MEETING ADJOURNED. Time: \_\_\_\_\_ Procurement Staff Initial: \_\_\_\_\_**