



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Friday, March 29, 2019

10:00 AM

EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X
TYPE OF MEETING	Pre-bid Conference
PROJECT	<i>Supply and Delivery of Ruler, Plastic for the Procurement Service (PS)</i>
REFERENCE NO.	PB 19-067-10
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Chairperson Ms. Barby Ann M. Villamor Provisional Member/PMO-in-Charge Ms. Rodevie L. Cruz Ad Hoc Representative
	PROCUREMENT DIVISION X Ms. Maricel R. Vergel de Dios Secretariat Ms. Rina Maureen M. Maurera TWG-n-Charge Ms. Jennifer M. Ancheta Member Mr. Jack G. Mercado Member Mr. Jayson C. Erquiza Member Engr. Chamel Fiji C. Melo Member
	BIDDER Ms. Maeah Airocel Isidro CPSTI
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Pre-bid Conference started at 10:35 AM with the Chairperson presiding.2. The Chairperson acknowledged the presence of the attendees.3. Notices to the Observers have been sent within the prescribed period, but none attended the activity.4. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.

DISCUSSION

I. DOCUMENTATIONS											
DOCUMENTATIONS	<ul style="list-style-type: none"> The Chairperson stated that since the Bidder is familiar with the government procurement, she instructed the BAC Secretariat to proceed with the discussion of Bid Data Sheet. The Bidder acknowledged it. 										
INVITATION TO BID	"NO DISCUSSION"										
INSTRUCTION TO BIDDERS	"NO DISCUSSION"										
BID DATA SHEET	<p>SECTION III ITB Clause 5.4 Page 38</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least Twenty-five percent (25%) of the ABC for Lot No. 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</p> <ul style="list-style-type: none"> <i>The BAC Secretariat stated the Similar Contract of the project refers to Office Supplies.</i> <p>SECTION III ITB Clause 18.1 Page 40</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot No.</th> <th style="width: 40%;">Item/Description</th> <th style="width: 20%;">Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/Irrevocable Letter of Credit (2%)</th> <th style="width: 15%;">Surety Bond (5%)</th> <th style="width: 15%;">Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>RULER, PLASTIC, 450 mm (18") individually wrapped in plastic, 50 pieces/box</td> <td style="text-align: right;">₱ 16,256.00</td> <td style="text-align: right;">₱ 40,640.00</td> <td>Please see Section VIII attached as Annex "H"</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <i>The BAC Secretariat stated the corresponding amount for each bid security form.</i> 	Lot No.	Item/Description	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/Irrevocable Letter of Credit (2%)	Surety Bond (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)	1	RULER, PLASTIC, 450 mm (18") individually wrapped in plastic, 50 pieces/box	₱ 16,256.00	₱ 40,640.00	Please see Section VIII attached as Annex "H"
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	<p>SECTION III ITB Clause 18.1 Page 42</p> <ul style="list-style-type: none"> The BAC Secretariat stated the Post Qualification requirements as follows: <ol style="list-style-type: none"> Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion. Submission of pieces of evidence as proof of compliance with the bidder's actual offer, if applicable. Latest Income Tax Returns for year 2017 (BIR Form 1701 or 1702). Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months. Valid PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids. 						
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>"NO DISCUSSION"</p>						
<p>SPECIAL CONDITIONS OF CONTRACT</p>	<p>SECTION V SCC Clause 17.3 Page 46</p> <ul style="list-style-type: none"> The BAC Secretariat stated that the Warranty Retention is three months (3) after acceptance by the Procuring Entity of delivered goods. 						
<p>SCHEDULE OF REQUIREMENTS</p>	<p>SECTION VI Page 68-69</p> <table border="1" data-bbox="462 1688 1398 1921"> <thead> <tr> <th data-bbox="462 1688 551 1814">LOT NO.</th> <th data-bbox="551 1688 1050 1814">QUANTITY</th> <th data-bbox="1050 1688 1398 1814">ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="462 1814 551 1921">1</td> <td data-bbox="551 1814 1050 1921">50,800</td> <td data-bbox="1050 1814 1398 1921">RULER, PLASTIC, 450 mm (18") individually wrapped in plastic, 50 pieces/box</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM DESCRIPTION	1	50,800	RULER, PLASTIC, 450 mm (18") individually wrapped in plastic, 50 pieces/box
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	DELIVERY SCHEDULE		QUANTITY
	1st	within 30 calendar days from receipt of NTP	8,600
	2nd	within 30 calendar days thereafter	8,500
	3rd	within 30 calendar days thereafter	8,500
	4th	within 30 calendar days thereafter	8,500
	5th	within 30 calendar days thereafter	8,500
	6th	within 30 calendar days thereafter	8,200
			50,800
	<ul style="list-style-type: none"> The TWG-in-Charge discussed the Schedule of Requirements, and the Submission of Samples/Demo units. She advised the bidder to complete the information needed and submit the proper samples/demo units. 		
TECHNICAL SPECIFICATIONS	<p>SECTION VII Page 70-73</p> <ul style="list-style-type: none"> The TWG-in-Charge discussed the Technical Specifications and advised the bidder to complete the information needed. . 		
	<p>SECTION VIII Page 74-103</p> <ul style="list-style-type: none"> The BAC Secretariat stated that Bidding Forms are attached in the last part of the Bid Documents. She reminded the bidder to make sure that they will fill out the Bid Forms properly and accordingly. 		
BIDDING FORMS			

II. OTHER DISCUSSIONS			
OTHER MATTERS	<ul style="list-style-type: none"> The BAC Secretariat reminded the bidder on proper labeling requirement for consumer products. She presented the Consumer Act of the Philippines (RA 7394) Article 77. The TWG-in-Charge discussed the timeline of the project. 		

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:50 AM .
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Friday, March 29, 2019.
PREPARED BY	(SGD) MARICEL R. VERGEL DE DIOS Secretariat
CERTIFIED CORRECT	<p>(SGD) RODEVIE L. CRUZ Provisional Member for CUSE</p> <p>(SGD) BARBY ANN M. VILLAMOR Provisional Member/PMO-in-Charge</p> <p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member/Legal</p> <p><i>-not present-</i> WEBSTER M. LAUREÑANA Vice-Chairperson</p> <p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X</p>