



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



MINUTES OF MEETING

April 10, 2019 9:30 AM Conference Room B

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Various Personal Protective Equipment (PPE) for the National Bureau of Investigation	
REFERENCE NO.	PB No. 19-115-5	
ATTENDEES	<p>Bids and Awards Committee V Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Rosemarie N. Andulan Provisional Member</p> <p>Procurement Division V Engr. Yuji C. Hoshina Member Ms. Jessica G. Gapuz Member Mr. Abelardo P. Gonzalez Secretariat</p> <p>End-User's Representatives Dr. Alfredo R. Custodio NBI Ms. Ma. Antonette T. Corcuerra NBI</p> <p>Prospective Bidders Mr. Randy F. Pagtakhan Foot Safe Phils. Ms. Pearl Santos Foot Safe Phils. Ms. Corazon Cruz AC Gem Ent.</p>	
CALL TO ORDER	<p>1. The scheduled Pre-bid Conference started at 9:30 AM with the Chairperson presiding. He then instructed Engr. Hoshina to acknowledge the presence of the attendees.</p>	



	<p>2. Engr. Hoshina, likewise, presented the Invitation to Observers however none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked the PMOIC to proceed with the presentation of general requirements for government procurement.</p>
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DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO QUESTIONS FROM PROSPECTIVE BIDDERS
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID DATA SHEET	<p>BDS Clause 29.2 Page 46</p> <p>xxx</p> <p>3. Submission of evidences as proof of compliance with the bidder's actual offer;</p> <p>xxx</p> <p>The Vice-Chairperson explained that the bidder's compliance with the technical specifications must be supported with evidences as proof of compliance with the bidder's offered item/s such as but not limited to brochure, test evaluation result, and other documents that will prove its conformity.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 46</p> <p>xxx</p> <p>4. Valid PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids;</p> <p>xxx</p> <p>The Vice-Chairperson emphasized that there are three (3)</p>

	<p>circumstances contemplated under the aforementioned provision. First, the submission of the valid and current PhilGEPS Registration Certificate, with valid attachments. Second, in case there is an expired eligibility document the bidder has to attach the valid and current document duly signed by their authorized representative to the PhilGEPS Registration Certificate. Lastly, in the absence of the PhilGEPS Registration Certificate, they can submit all the eligibility documents. In this case, the bidder is required to submit a valid and current PhilGEPS Registration Certificate during Post-Qualification.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO FURTHER DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO QUESTIONS FROM PROSPECTIVE BIDDERS</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Ms. Santos of Footsafe Phils. Inc. wanted to clarify if the required sample for cargo pants must be submitted within five (5) calendar days.</p> <p>The PMOIC clarified that the sample must be submitted within seven (7) calendar days upon receipt of notice of lowest or single calculated bid.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Lot No. 1: Supply and Delivery of Personal Protective Cargo Pants Technical Specifications Page 77</p> <p>xxx</p> <p>The prospective bidders asked for the list of sizes for the cargo pants.</p> <p>The End-User assured that the list will be provided to the awardee. Nonetheless, she stated that they can immediately give the same for the prospective bidders to have an idea as to the sizes of the item/s to be bid.</p> <p>xxx</p> <p>Lot No. 2: Supply and Delivery of Sleeping Bag Technical Specifications Page 77</p>

XXX

4. Dimension: L x W (195 cm x 150 cm) with tolerance of (+/-2%)

XXX

Ms. Santos sought to know on how the required dimension of the sleeping bag will be measured.

The End-User manifested that the size requirement will be measured when the sleeping bag is open.

XXX

Ms. Cruz of AC Gem Ent. wanted to know if an offer of a non-branded item is acceptable.

The Vice Chairperson clarified that the offered item need not be branded. Provided, that the bidder indicated that their offer does not possess a brand name. Provided, further, that such item is compliant with the technical specifications.

Moreover, the Vice Chairperson reminded the prospective bidders to correctly fill out the Conformity with the Technical Specifications. He emphasized that the bidder in support with their claim of compliance therein must be provided for the reference. The reference must then prove that their offered item complies with the requirement.

XXX

In between the discussion, the Vice Chairperson gave the prospective bidders thirty (30) minutes after the Prebid Conference to scrutinize the samples provided by the End-User to give them ideas on its physical features and the agency's specifications.

XXX

Lot No. 3: Supply and Delivery of Mosquito Net
Technical Specifications
Page 79

XXX

5. Dimension: L x W x H-(178cm x 72cm x 144cm) with tolerance of (+/-4%).

XXX

Ms. Santos raised that during the previous bidding on this project, they were

declared post-disqualified on the ground that their offered mosquito net failed to comply with the dimension requirement. She then addressed that the given size is in conflict with the requirement of single person use.

The Vice Chairperson clarified that during the Pre-Procurement Conference, the End-User and the members of the Bids and Awards Committee (BAC) V fixed the dimension requirement and agreed to omit the requirement of single use person and stick with the above-mentioned dimension to avoid confusion.

Furthermore, Ms. Santos inquired if what will be the treatment of the BAC in case they exceeded an inch in the requirement.

The Vice Chairperson answered that the measurement which is below or above the required dimension would render the offer as post-disqualified. He then proposed to the Committee a tolerance from (+/- 2%) to (+/- 4%) to attract more suppliers to participate.

xxx

Lot No. 4: Supply and Delivery of Personal Protective Rubber Shoes

Technical Specifications

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xxx

Ms. Santos stated that during the previous public bidding for Rubber Shoes, certain technical specifications were added and incorporated in the Bid Bulletin. She then asked if the same will be adopted in the present project.




The Committee took note of this concern and stated that they will review the said technical specifications. In case of modifications, such will be reflected in the Bid Bulletin that will be issued on 17 April 2019.

BID FORMS

Finally, the Vice Chairperson reminded the prospective bidders to take cognizance in filling out the bid form especially the columns for the unit price and the total lot bid.

Furthermore, he reminded them that the total lot bid price in words should tally with their total lot bid in figure otherwise the lesser bid price will be applied if they failed to mark it accurately.

	signature of the authorized representative in both pages of the Bid Form. He then emphasized that failure to comply with this requirement is a ground for disqualification.
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OTHER MATTERS	<p>Ms. Cruz asked for the significance of the bid securing declaration.</p> <p>The Vice Chairperson explained that the the bid securing declaration is a non-monetary form of bid security. It is a notarized sworn statement made by a bidder committing to sign the contract if they are selected before the end of the bid validity period stipulated in the bidding documents.</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:10 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on April 10, 2019.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN Provisional Member
CERTIFIED CORRECT	 MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V  MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V