

MINUTES OF MEETING

May 3, 2019	10:00 AM	Conference Room A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																																	
TYPE OF MEETING	Pre-bid Conference																																	
PROJECT	Supply and Delivery of Tools and Equipment for Technical-Vocational-Livelihood Specialization for Public Senior High Schools (Agricultural Crops Production) for the Department of Education																																	
REFERENCE NO.	PB No. 19-123-5																																	
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member</td> </tr> <tr> <td>Dir. Raul Larosa</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>End-User’s Representatives</p> <table> <tr> <td>Mr. Ruben Zaragoza</td> <td>DepEd-BLR</td> </tr> <tr> <td>Mr. Jaymar Arioja</td> <td>DepEd-BLR</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Ms. Rosemarie Dela Cruz</td> <td>ACMI Office Sytems Phils. Inc.</td> </tr> <tr> <td>Mr. Gerry Alava</td> <td>ACMI Office Sytems Phils. Inc.</td> </tr> <tr> <td>Ms. Gigi Ngui</td> <td>ACMI Office Sytems Phils. Inc.</td> </tr> <tr> <td>Mr. Ryan Sajora</td> <td>SAEI</td> </tr> <tr> <td>Ms. Ruby Ann Ortega</td> <td>SAEI</td> </tr> <tr> <td>Mr. Rudy Guido</td> <td>Suki Trading</td> </tr> <tr> <td>Mr. Victoriano Ocon</td> <td>Suki Trading</td> </tr> <tr> <td>Ms. Christine Ochovillo</td> <td>Lakas Agricultural Manufacturing</td> </tr> </table>		Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. mercado	Vice Chairperson	Mr. Arnel B. Cunanan	Provisional Member	Dir. Raul Larosa	Ad Hoc Member	Engr. Nicole John D. Cabueños	Member	Ms. Rosemarie N. Andulan	Secretariat	Mr. Ruben Zaragoza	DepEd-BLR	Mr. Jaymar Arioja	DepEd-BLR	Ms. Rosemarie Dela Cruz	ACMI Office Sytems Phils. Inc.	Mr. Gerry Alava	ACMI Office Sytems Phils. Inc.	Ms. Gigi Ngui	ACMI Office Sytems Phils. Inc.	Mr. Ryan Sajora	SAEI	Ms. Ruby Ann Ortega	SAEI	Mr. Rudy Guido	Suki Trading	Mr. Victoriano Ocon	Suki Trading	Ms. Christine Ochovillo	Lakas Agricultural Manufacturing
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	Mr. Erik Lim Ms. Sasha Vargas	MOSCER Center Point Sales & Mrktg.
CALL TO ORDER	<p>1. The scheduled Pre-bid Conference started at 10:21 AM with the Chairperson presiding. He then instructed the Engr. Cabueños to acknowledge the presence of the attendees.</p> <p>2. Engr. Cabueños, likewise, presented the Invitation to Observers however none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked Engr. Cabueños to proceed with the presentation of general requirements in government procurement.</p>	

DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO FURTHER DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>Engr. Cabueños stated that this project is a lot bid composed of twelve (12) items. Thus, in order to participate in the public bidding they must bid for the twelve (12) items.</p> <p>xxx</p> <p>One of the prospective bidders inquired if how will be the treatment of the Bids and Awards Committee V (BAC V) in the Net Financial Contracting Capacity (NFCC) in case the bidders participate in the bidding through a Joint Venture Agreement.</p> <p>The Chairperson clarified that one or both of the parties thereto must comply with the requirement of the NFCC which must be at least equal to the Approved Budget of the Contract (ABC) to be bid.</p> <p>xxx</p> <p>Engr. Cabueños explained that Class A documents need not be</p>

submitted during Opening of Bid so long as they submit a valid and current PhilGEPS Registration Certificate with the documents enumerated in the attached Annex A. If, any of the Class A documents has expired, which most probably is the 2017 Audited Financial Statement, a certified true copy of the document, updated and with a stamp receipt of the Bureau of Internal Revenue (BIR), and duly signed by their authorized representative must be attached therewith. Should the bidder during Opening of Bids opt to submit the eligibility documents in lieu of the PhilGEPS Registration Certificate, the bidder shall submit a valid PhilGEPS Registration.

xxx

The Vice Chairperson reminded the prospective bidders that for the Latest Value Added Tax (VAT) Returns, three (3) documents must be attached thereto, to wit: the VAT Returns itself, the Filing Reference, and the Proof of Payment.

xxx

BDS Clause 29.2
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xxx

- 6. Bidder's notarized certificate on the availability of spare parts for a minimum period of five (5) years from acceptance for the following items: Chain saw, Hand Tractor, Lawn Mower, Pipe threader and Power Sprayer;**

xxx

A supplier inquired for the reckoning period of the aforementioned requirement.

The End-User answered that the reckoning point of the issuance of notarized certificate on the availability of spare parts is upon receipt of the items by the recipient school for final inspection.

One of the prospective bidders suggested to set a parameter in order for the BAC to check the authenticity of the certificate. She alleged that some of the suppliers issue a certificate without securing first the required spare parts.

	<p>The Vice Chairperson took note of this concern and stated that this will be subject to discussion with the Committee.</p> <p>Moreover, the supplier raised that some of the recipient schools are located in the remote areas of the country. For purposes of security of their personnel, she then asked if they can deliver the items to the Regional Office of the Department of Education (DepEd) situated in the same area instead of delivering the same in the school itself.</p> <p>The End-User answered in the negative and stated that the delivery site will still be the recipient school. Nonetheless, he assured the prospective bidders that a local staff of the DepEd will assist them until the conclusion of the delivery and inspection.</p> <p>xxx</p> <p>The Chairperson reminded the prospective bidders that the Technical Working Group (TWG) is strict in verifying the List of Service Centers, thus he advised them to completely fill out the details needed to be attached with the requirement.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SCC Clause 1.1(k) Page 67</p> <p>xxx</p> <p>For purposes of payment, recipient schools shall issue acknowledgement receipt together with proof of attendance for training/ certificate, if applicable for final acceptance.</p> <p>xxx</p> <p>One of the suppliers inquired if they are required to conduct trainings for all the items to be bid.</p> <p>The Chairperson stated that trainings need not be conducted for all the items to be bid. He manifested that this concern will be thoroughly discussed in the Technical Specifications.</p> <p>xxx</p> <p>A supplier sought to know the person to be communicated with during the delivery to the beneficiary school.</p>

	<p>The Chairperson clarified that it will be discussed with the End-User once the contract has been awarded.</p> <p>Furthermore, the End-User explained that the items will not be received by the Principal since they are prohibited to do so. He stated that a team will be designated to perform the final acceptance.</p> <p>XXX</p> <p>For better appreciation of the project site being discussed, the Chairperson instructed Engr. Cabueños to present before the prospective bidders the list of the recipient schools.</p> <p>One of the prospective bidders asked for the total number of recipient schools.</p> <p>The Chairperson stated that according to the list there are a total of four hundred and six (406) schools to be benefited by this project. However, there are still clarifications to be made with the End-User. He then informed the prospective bidders that in case of modification, the same will be incorporated in the Bid Bulletin.</p> <p>XXX</p> <p>The Chairperson emphasized that all items are covered by a warranty of one (1) year whereas the warranty on the service varies on the item as indicated in the requirement.</p> <p>The Vice Chairperson recommended to indicate in the requirement that the warranty is reckoned from the date of acceptance of the recipient school.</p> <p>The Chairperson took note of this concern for discussion with the End-User. He reiterated that in case of any amendment made the same will be included in the Bid Bulletin.</p> <p>Moreover, the Chairperson informed the prospective bidders that they can request for a progress payment upon completion of at least 25% of the delivery.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>The Vice Chairperson advised the prospective bidders that the sample testing must be conducted by their trained operator to avoid any problem.</p> <p>Furthermore, the End-User reminded the prospective bidders that the delivered item in the school beneficiary should be the same item and material as with the sample unit.</p>

Lot No. 1: Supply and Delivery of Agricultural Products -TVL Projects

Item No. 1: Booth

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xxx

- Leg Height: 8 to 10 feet

xxx

One of the suppliers manifested that the requirement of 8 feet cannot be complied with considering the allotted budget for the item. She then suggested if six (6) feet can be acceptable.

The End-User noted this concern for review with the Committee.

xxx

A prospective bidder asked for the number of tools per package to be delivered in one school.

The End-User answered that they will provide them a list of package with its corresponding quantity which will be released in the Bid Bulletin.

xxx

Lot No. 1: Supply and Delivery of Agricultural Products -TVL Projects

Item No. 1: Booth

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As to the color of the canopy, the Chairperson clarified that the requirement is any shade of blue or green; however, during post-qualification they can provide common colors which are available in the market.

xxx

Lot No. 1: Supply and Delivery of Agricultural Products -TVL Projects

Item No. 2: Cart

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xxx

- Load Capacity: Minimum 250 kg. / 75L

xxx

	<p>The Chairperson advised the prospective bidders that during post-qualification the 250kg load capacity will be included in the testing.</p> <p>The Vice Chairperson likewise advised the prospective bidders that the TWG during the previous bidding for the same item observed corrosion. He then told them to avoid the same for it might affect the evaluation of the offered item.</p> <p>XXX</p> <p>Lot No. 1: Supply and Delivery of Agricultural Products -TVL Projects Item No. 3: Chain Saw Page 80</p> <p>The Chairperson emphasized that this is one of the items that involves training on basic operation for three (3) recipient school personnel.</p> <p>One of the prospective bidders inquired for the method that will be used to organize those personnel to be trained by their technicians.</p> <p>The Chairperson acknowledged this concern subject to further review of the End-User.</p> <p>A supplier then recommended if they can likewise provide training to the school personnel through the use of social media.</p> <p>The Vice Chairperson manifested that considering the hazard that a chain saw may cause, it should be best to provide a personal training and that they could just add the use of social media, e.g. sending videos to the original requirement.</p>
BID FORMS	NO FURTHER DISCUSSION

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 1:00 PM

CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on May 3, 2019.
PREPARED BY	MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT
CERTIFIED CORRECT	<p>DIR. RAUL LAROSA Ad Hoc Member, Bids and Awards Committee V</p> <p>MR. ARNEL B. CUNANAN PMOIC, Bids and Awards Committee V</p> <p>MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V</p> <p>MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>