

MINUTES OF MEETING

May 3, 2019	1:00 PM	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 TVL Products – Mass production for the Department of Education																																		
REFERENCE NO.	PB No. 19-124-5																																		
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. Abelardo P. Gonzalez</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Arnel B. Cunanan</td> <td>Member</td> </tr> <tr> <td>Rosemarie N. Andulan</td> <td>Member</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Secretariat</td> </tr> </table> <p>End-User’s Representatives</p> <table> <tr> <td>Dir. Raul La Rosa</td> <td>DepEd-BLR, Cebu</td> </tr> <tr> <td>Ruben Z. Zaragoza</td> <td>DepEd-BLR, Cebu</td> </tr> <tr> <td>Jaymar Arioja</td> <td>DepEd-BLR, Cebu</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Ms. Rye Ridly</td> <td>11-FTC</td> </tr> <tr> <td>Ms. Monet Macaraig</td> <td>11-FTC</td> </tr> <tr> <td>Mr. Francis David</td> <td>Castan</td> </tr> <tr> <td>Mr. Gaspar Evangelista</td> <td>Castan</td> </tr> <tr> <td>Ms. Rowena A. Gardon</td> <td>Mosler</td> </tr> <tr> <td>Mr. Alvin Bedar</td> <td>Bedar Law</td> </tr> </table>	Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Mr. Abelardo P. Gonzalez	Provisional Member	Ms. Jessica G. Gapuz	Member	Engr. Yuji C. Hoshina	Member	Arnel B. Cunanan	Member	Rosemarie N. Andulan	Member	Engr. Nicole John D. Cabueños	Secretariat	Dir. Raul La Rosa	DepEd-BLR, Cebu	Ruben Z. Zaragoza	DepEd-BLR, Cebu	Jaymar Arioja	DepEd-BLR, Cebu	Ms. Rye Ridly	11-FTC	Ms. Monet Macaraig	11-FTC	Mr. Francis David	Castan	Mr. Gaspar Evangelista	Castan	Ms. Rowena A. Gardon	Mosler	Mr. Alvin Bedar	Bedar Law
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	<p>Ms. Rona Bugausan Ms. Jasmin S. Dei Mr. Rodolfo Guieb Mr. Victoriano Ocon Ms. Rosemarie Dela Cruz Ms. Gigi Ngui Mr. Gerry Alava Ms. Dyan Sajoroa Ms. Ruby Ann Ortega Ms. Christine Ochavillo Mr. Joseph Fernandez</p>	<p>Multifocus DVK Phils. Ent. Suki Trading Corp. Suki Trading Corp. ACMI Office Systems Phils., Inc. ACMI Office Systems Phils., Inc. ACMI Office Systems Phils., Inc. State Alliance Ent., Inc. State Alliance Ent., Inc. Lakas Agritech Mktg. MFC</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:30 PM with the Chairperson presiding. He then instructed the BAC Secretariat, Engr. Cabueños to acknowledge the presence of the attendees. 2. Engr. Cabueños, likewise, presented the Invitation to Observers however none confirmed attendance. 3. Having established the required quorum, the Chairperson asked Engr. Cabueños to proceed with the presentation of general requirements in government procurement. 	

DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO FURTHER DISCUSSION

**INSTRUCTIONS TO
BIDDERS**

Ms. Jasmin S. Dei of DVK Phils., Ent. inquired on the covered period for the contracts to be included in the "*Statement of: (i) Ongoing Contracts and; (ii) Awarded But Not Yet Started Contracts*" form.

The Chairperson stated that per instruction under ANNEX "C-1", page 92 of the Bidding Documents, the list should include all the awarded contracts the day before the deadline of submission of bids.

Furthermore, the same supplier asked if the same applies for the "*Bid Securing Declaration*" form.

Engr. Cabueños clarified that the date should be the day when the form is furnished

Ms. Jasmin S. Dei of DVK Phils., Ent. and Ms. Christine Ochavillo of Lakas Agritech raised their concern regarding the filing of EFPS of the Audited Financial Statement with the BIR. As of April 15, 2019, the former stated that they are having a problem with the latter's system in which no form is available for online application of Single Proprietorship Businesses and only Corporations can file through the EFPS. Furthermore, it was manifested that they can only file manually and pay thru Land Bank.

Upon verification with BIR, it was explained that they are having problems with their system affecting Single Proprietorship online applications.

In response, the Chairperson explained that the requirement for AFS should be duly stamp-received by the BIR. Furthermore, he adds that the BAC will validate with the BIR the issue on the application.

Ms. Jasmin asked if a completed project without payment from a client can be considered as an Ongoing Project.

The Chairperson and the Vice Chairperson replied in the affirmative.

<p>BID DATA SHEET</p>	<p>The Chairperson emphasized that considering the amount of the contract, submission of aggregate contracts will be allowed. Provided that one of the contracts or single contract, shall amount to at least 25% of the total budget of the project and the rest should cover the next 25% to satisfy the required 50% of the requirement.</p> <p>Ms. Christine Ochavillo of Lakas Agritech Mktg. explained that their business is more of fabricating metal trailers of hand tractors with minor contracts for tables, etc. and inquired if it will be considered since it is still metal fabrication.</p> <p>The Chairperson acknowledged and stated that it will be referred for discussion by the BAC Committee.</p> <p>The representative of DVK Phils. queried if the submission of Purchase Order (P.O.) would suffice as proof of completion of the single largest contract.</p> <p>Engr. Nico however stated that P.O. alone will not be a sufficient proof of completion and thus, still needs supporting documents.</p> <p>Mr. Gaspar Evangelista of CASTAN inquired if he may submit the P.O., Contract, and acceptance as proof of statement of single largest contract.</p> <p>Engr. Nico answered in the affirmative, however, the Vice Chairman emphasized that the "acceptance" should be the "Certificate of final acceptance".</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>Referring to the attached List of Recipient Schools for details "Appendix 1", the Chairperson informed the prospective bidders that the Committee will issue in the Bid Bulletin as clarification the specific cabinets and quantities to be issued per school.</p> <p>xxx</p> <p>SCC Clause 10.3 Page 72</p>

xxx

Schedule of Payment:

For the initial progress payment, minimum of 25% of the Contract Price per lot shall be paid to the Supplier upon complete delivery to at least 25% of the recipient schools and duly accepted by school's representatives.

xxx

A prospective bidder proposed that percentage for the progress payment must be based on the complete delivery for each type of cabinet for consideration of production process.

Engr. Cabueños observed some inconsistencies with regards to the initial progress of payment. It was not clear whether the completion of 25% refers to the Contract Price or Percentage of delivery to recipient schools.

The Chairperson acknowledged the observation and stated that payment schedule will be subject for discussion with the end-user and then issue a resolution in the Bid Bulletin for clarification.

Moreover, Dir. La Rosa made it known that their objective is to have a complete delivery per school and will not entertain payment for incomplete deliveries.

Furthermore, the Vice Chairperson declared that supplier's underperformance to contract implementation may or would result to blacklisting.

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SCC Clause 16.1

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The Inspections and tests that will be conducted are:

xxx

A prospective bidder asked if every delivery would be subjected to inspection.

Dir. La Rosa made clear that they will wait for the supplier to communicate with them as to the number of items produced. That's the time they will schedule for inspection as long as there is "substantial" number of items completed ready for inspection, for economic reasons, and not necessarily the time that they will deliver.

Also, representative from 11-FTC inquired on who are authorized to accept and sign for the delivered items.

Dir. La Rosa answered that it will be duly designated by the School Head. He also added that there will be an actual inspection at the site and would be rejected if the items will not be assembled and delivered to the proper location as instructed by the school head.

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The representative of DVK Phils. inquired if the cabinets may be delivered through LBC.

The Chairperson explained that as stated in the Bidding Document's title, "Supply, Delivery, and Assembly", the winning bidder should send their personnel to deliver and assemble the cabinets at the designated classroom or appropriate location as determined by the school authorities.

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SCC Clause 17.4
Page 74

Chairperson Laureñana noticed an inconsistency with regards to the "recall and replacement of the defective items".

Dir. La Rosa acknowledged the observation and stated that modification will be made to be incorporated in the bid bulletin.

<p>SCHEDULE OF REQUIREMENTS</p>	<p>Engr. Cabueños inquired if a demo or sample unit will be required during Post-Qualification.</p> <p>The Chairperson stated that there is no such requirement, but explained that prior to mass production, the winning bidder should submit a prototype for DepEd’s approval. Supplier can only proceed with production once approved.</p> <p>Moreover, Dir. La Rosa explained that the sample evaluation will be conducted at the DepEd and the approved sample will be kept to be used as a reference during pre-delivery inspection.</p> <p>Representative form 11-FTC manifested that they have two warehouses which can both manufacture the items. She then asked if there is a need for both warehouses to be inspected.</p> <p>The Chairperson explained that a joint PS-DBM and DepEd Inspection Team shall conduct pre-delivery inspection(s) on both warehouses or place of assembly. He also stated that there will be testing of materials in compliance with SCC Clause 16.1 of the Bidding Documents.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Mr. Gaspar Evangelista of CASTAN raised his concern regarding the design of the cabinets specifically the detachable support and the work bench and suggested a design of his own.</p> <p>Chairman Laureñana advised the prospective bidder to put it into writing for review and approval/disapproval of Dir. La Rosa.</p>
<p>BID FORMS</p>	<p>Section VIII. Bidding Forms ANNEX “C” Page 91</p> <p>The Secretariat noticed an inconsistency in the SLCC Form, ANNEX “C”.</p> <p>The PMOIC acknowledged the observation and stated that the same will be incorporated in the bid bulletin.</p>

<p>OTHER MATTERS</p>	<p>Ms. Dei of DVK Phils. stated that they need to take a look with the designs for them to quantify the items, however, they are having problems downloading the drawings of the cabinet in the PhilGEPS website.</p> <p>The Chairman understand the concern of the prospective bidder, hence, he suggested them to purchase the bidding document.</p>

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 4:15 PM.
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on May 3, 2019.
PREPARED BY	<p style="text-align: center;">(SGD) MR. ABELARDO P. GONZALEZ Provisional Member</p>
CERTIFIED CORRECT	<p style="text-align: center;">(SGD) MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V</p> <p style="text-align: center;">(SGD) MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>