



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



MINUTES OF MEETING

Tuesday, May 7, 2019	10:00 AM	EXECUTIVE LOUNGE
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	SUPPLY AND DELIVERY OF DIGITAL VOICE RECORDER FOR THE PROCUREMENT SERVICE (PS)	
REFERENCE NO.	PB 19-146-10	
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Jennifer M. Ancheta Rodevie L. Cruz</p> <p>PROCUREMENT DIVISION X Engr. Chamel Fiji C. Melo Barby Ann M. Villamor Maricel R. Vergel de Dios Rina Maureen M. Maurera</p> <p>BIDDER/S Janine M. Concepcion Rejean C. Barredo Sanny Belario Laica De Guzman Thess Temeña Ana Cuyos Girlie Lazaro Glenda Bibit Edna Aplan Jesselyn Cabunsura</p>	<p>Chairperson Provisional Member / PMO-in-Charge Ad Hoc Representative, PS</p> <p>TWG-in-Charge Secretariat Secretariat Member</p> <p>Link Network Solutions Inc. DVK Philippines Enterprises Advance Solutions Inc. Advance Solutions Inc Advance Solutions Inc. Avid Sales Corporation Avid Sales Corporation Tekzone Computer Sales and Services Inc. Accent Micro Technologies Inc. SPH International Inc.</p>
CALL OF ORDER	<ul style="list-style-type: none"> • The scheduled Pre-Bid Conference started at 10:50 AM with the Chairperson presiding. • The Chairperson acknowledged the presence of the attendees. • Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the Chairperson stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference. 	

HIGHLIGHTS OF ACTIVITY

- Having established the required quorum, the BAC Secretariat proceeded with abovementioned activity.

- The Chairperson stated that the objective of pre-bid conference is to discuss the different aspects of the procurement at hand. It is an opportunity for the eligible bidders to request for clarifications about the bidding document.
- The Chairperson asked the prospective bidders if they agreed to shorten the presentation and proceed with the discussion of the essential parts of the bidding document since they are already familiar of the government procurement. The bidders acknowledged it.
- The Chairperson instructed the BAC Secretariat to proceed the discussion in the essential parts of the bidding document.
- As instructed by the Chairperson the BAC Secretariat proceeded with the discussion of the contents of First and Second envelope as follows:

➤ **Contents of First Envelope:**

- Authority of Signatory
- PhilGEPS Certificate
- Statement of Single Largest Completed Contract
- Statement of all on-going contracts and awarded but not yet started contracts
- NFCC or Credit Line
- JVA if applicable
- Bid Security
- Statement of Compliance with the Delivery Schedule
- Statement of Compliance with the Technical Specifications
- Bidder's Omnibus Sworn Statement

➤ **Contents of Second Envelope:**

- Bid Form attached as Annex "A" in Section VIII. Bidding Forms.

- The BAC Secretariat proceeded with the discussion of the essential parts of the bidding document as follows:

➤ **Bid Data Sheet Clause 1.2**

The lot (s) and reference are:

Lot No.	Quantity	Item/Description	Approved Budget for the Contract
1	1,500 units	Digital Voice Recorder, one (1) unit per box, ten (10) units per pack	P 10,401,000.00

➤ **Bid Data Sheet Clause 5.4**

The Secretariat stated that as defined in the above stated clause the similar contract shall be at least fifty percent (50%) of the ABC. The prospective bidders may refer to Annex "I" of the bidding documents for the definition of

similar contract. She presented that the item for bid falls under the category of "IT Products".

➤ **BDS Clause 12.1 (a)(i) PhilGEPS Certificate**

The BAC Secretariat asked the prospective bidders if they are all Platinum members. The bidders confirmed it.

She emphasized to the prospective bidders the updated requirement for the submission of all Eligibility Documents together with the valid PhilGEPS Certification of Registration and Membership, to wit:

- a. Business registration;
- b. 2019 Mayor's Permit;
- c. 2018 Audited Financial Statement;
- d. Valid and Current Tax Clearance;
- e. PCAB License, if applicable

➤ **BDS Clause 12.1 (a) (ii)**

The BAC Secretariat stated that the bidder's SLCC similar contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids. She presented to the prospective bidder the prescribed form for the SLCC. Attached as Annex "C" in Section VIII. Bidding Forms.

The BAC Secretariat also stated that the bidder must submit statement of all ongoing contracts and awarded but not yet started contracts which may or may not be similar to the project as of the day before the deadline of submission of bids. Attached as Annex "C-1" in Section VIII. Bidding Forms

➤ **BDS Clause 18.1: Bid Security**

The BAC Secretariat stated the corresponding forms and amounts for the Bid Security requirements.

The Secretariat stated that if the bidder opts to submit a Bid Securing Declaration they must use the prescribe form as indicated in the bidding document. Attached as Annex "H" in Section VIII. Bidding Forms

➤ **BDS Clause 18.1**

The BAC Secretariat stated that the bid security shall be valid for one hundred twenty (120) calendar days from opening of bids.

➤ **BDS Clause 29.2**

The BAC Secretariat presented to the prospective bidder the requirements for the Post Qualification. She emphasized that the required Latest Income Tax Returns is for the year 2018 and the bidder must submit a Valid PhilGEPS Registration with its updated Annex A.

➤ **SCC Clause 1.1 (k)**

The BAC Secretariat reminded the bidder of the updated contact person for the project site.

➤ **SCC Clause 17.3**

The BAC Secretariat stated that the warranty retention for the item is one (1) year after acceptance by the Procuring Entity of the delivered Goods.

➤ **SCC Clause 17.4**

The BAC Secretariat stated that the period for correction of defects in the warranty period is thirty (30) calendar days.

- Having no clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the following:

➤ **Section VI. Schedule of Requirements**

The TWG-in-Charge presented the delivery the schedule of the project to the prospective bidders. He reminded the bidders that they must fill up the necessary details such as Name of the Company, Signature over Printed Name of Authorized Representative and the date executed.

He also mentioned that the bidder are required to submit to the BAC X one (1) unit of Digital Voice Recorder as a sample/demo unit on or before the deadline of bid submission. The TWG-in-Charge emphasized that the sample/demo unit to be submitted shall compliant to the Technical Specification stipulated in Section VII of the bidding documents.

➤ **Section VII. Technical Specifications**

The TWG-in-Charge presented to the prospective bidders the Technical Specifications of Digital Voice Recorder. He emphasized to the prospective bidders that they must indicate the brand and model being offered and write comply as the bidder's statement of compliance. In the absence of the word comply will be subject to disqualification of bids.

The TWG-in-Charge reminded the bidders that they must fill up the necessary details in the prescribe form such as Name of the Company, Signature over Printed Name of Authorized Representative and the date executed.

- **Clarification from ASI:** Clarified if delegated button will be acceptable as equivalent of Voice-operated Recording.

Response by the BAC: Delegated button will be acceptable.

- Additional clarifications from the prospective bidder:

- **Clarification:** One of the prospective bidders clarified if the CCTV products will be considered as similar contract.

Response by the BAC: CCTV products are not considered as IT products instead falls it under the category of security equipment/products.

	<ul style="list-style-type: none"> ➤ Clarification: Representative from Avid Sales Corporation clarified if gadgets like Cell phones or Mobile phones are considered as IT products. Response by the BAC: The BAC took note of the clarification and requested them to put this on writing for discussion of the BAC. ➤ Clarification: Representative from Tekzone Computer Sales and Services Inc. clarified if Laptop/desktops are considered as IT products. Response by the BAC: Laptop/desktops are considered as IT products. <ul style="list-style-type: none"> • Having no other clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the summary of bidding activities: <table border="1" data-bbox="540 680 1474 892"> <tr> <td>Last day of Submission of Written Clarification</td> <td>May 10, 2019</td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td>May 14, 2019</td> </tr> <tr> <td>Deadline for Submission</td> <td>Tuesday, May 21, 2019; 10:00 AM</td> </tr> <tr> <td>Opening of Bids</td> <td>Immediately after the Deadline of Submission of Bids</td> </tr> </table> • The BAC X reminded the bidders that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided. 	Last day of Submission of Written Clarification	May 10, 2019	Last day of Issuance of Bid Bulletin	May 14, 2019	Deadline for Submission	Tuesday, May 21, 2019; 10:00 AM	Opening of Bids	Immediately after the Deadline of Submission of Bids
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ADJOURNMENT	<ul style="list-style-type: none"> • Having no other matters for discussion, the meeting was adjourned at 11:15 AM. 								
CERTIFICATION	<ul style="list-style-type: none"> • We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Tuesday, May 7, 2019. 								
PREPARED BY	BARBY ANN M. VILLAMOR Secretariat								
CERTIFIED CORRECT	<p>BIDS AND AWARDS COMMITTEE X:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>(SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>(SGD) JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p> <p><i>-not present-</i> WEBSTER M. LAUREÑANA Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p> </td> </tr> </table>	<p>(SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>(SGD) JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p> <p><i>-not present-</i> WEBSTER M. LAUREÑANA Vice-Chairperson</p>	<p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>					
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