



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



# MINUTES OF MEETING

Tuesday, May 7, 2019 9:30 AM CONFERENCE ROOM A

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>
<b>TYPE OF MEETING</b>	<b>Prebid Conference</b>
<b>PROJECT</b>	Supply and Delivery of Various Furniture and Fixtures
<b>REFERENCE NO.</b>	<b>PB No. 19-150-5</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V:</b>          Mr. Webster M. Laureñana Chairperson          Mr. Jack G. Mercado Vice Chairperson          Ms. Jessica G. Gapuz Provisional Member          Dir. Socorro Q. Aydinan Ad Hoc Member</p> <p><b>Procurement Division V:</b>          Ms. Rosemarie N. Andulan Secretariat          Engr. Nicole John Cabueños          Mr. Arnel Cunanan          Mr. Abelardo Gonzalez</p> <p><b>Bureau of Quarantine:</b>          Ms. Brenda Fuentes, MD          Ar. Bob-Harvey P. Rosco          Mr. Philip Ong</p> <p><b>Prospective Bidders:</b>          John Marvin Fadri Asahi Design Centre Inc.          Rolly B. Solaro Design Excellent          Mary Rose Solaro Design Excellent          Jannes Francisco Progress Home &amp; Office Furnishings          Geraldin Nacional Gemstone Ent.          Eddie Vic A. Laroza Distinctive Blinds &amp; Office Systems Inc          Benito P. Sueapen Gentleprince Inc.          Jessie O. Franciloso Gentleprince Inc.          Allen Lenard Tangpuz Central Bookstore          Ruth Crazo Central Bookstore          Lovely Alacon Jecams Inc.</p>



<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled Pre-bid Conference started at <b>10:00 AM</b> with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees.</li> <li>3. It was also reported that observers were invited for this activity but none confirmed their attendance.</li> <li>4. The PMOIC was instructed by the Chairperson to proceed with the presentation of the documentary requirements.</li> </ol>
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**DISCUSSION**

**I. BID DOCUMENTS**

<b>INVITATION TO BID</b>	<p>The PMOIC discussed the contents in the bid documents. No questions, clarifications and/or amendments were raised.</p>
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<b>BID DATA SHEET</b>	<ol style="list-style-type: none"> <li>1. A prospective bidder inquired if they can submit an AFS for 2017. The Vice Chairperson replied that Bid Opening would be past the required deadline for the submission of the 2018 AFS. He likewise informed the prospective bidders to write a letter for clarification for the BAC to deliberate upon.</li> </ol> <p><b>XXX</b> Section III. Bid Data Sheet BDS Clause 29.2, Page 45</p> <ol style="list-style-type: none"> <li>1. Income Tax Returns for year 2017 (BIR Form 1701 or 1702).</li> </ol> <p><b>XXX</b></p> <ol style="list-style-type: none"> <li>2. A prospective bidder asked for clarification on whose address will reflect on the documents to be submitted. The Vice Chairperson replied that the Procurement Service is the one procuring on behalf of BOQ and the needed documents should be addressed to PS.</li> <li>3. A prospective bidder asked if they are required to submit a sample for the items. The Vice Chairperson replied that it would be costly to the bidders if the BAC would require a sample as most items are made on order.</li> <li>4. A prospective bidder asked if they need to attach proof to the needed certificate of very satisfactory performance. The Vice Chairperson replied that only the certificate is needed and that if the TWG would need verification, then it will be asked of the bidder in writing.</li> </ol>
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	<p>5. A prospective bidder asked if they need to notarize the warranty. The Vice Chairperson replied that it is not required in the bidding documents but the bidder should be committed on the terms and the warranty of the project.</p>
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>The PMOIC discussed the contents included in the bid documents. No questions, clarifications and/or amendments were raised.</p>
<p><b>SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLE</b></p>	<p>1. The Prospective bidders asked to change the delivery period from sixty (60) calendar days to ninety (90) calendar days.</p> <p><b>XXX</b> Section VI: Schedule of Requirements Delivery Period, Page 68</p> <p>Within <b>SIXTY (60)</b> calendar days upon receipt of Notice to Proceed. <b>XXX</b></p>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p>1. A prospective bidder asked on what is the thickness of the table top. The Vice Chairperson took note of this matter and the same will be discussed with the End-User.</p> <p><b>XXX</b> Section VII. Technical Specifications LOT 1, Page 74 <b>XXX</b></p> <p>2. A prospective bidder asked if the warranty is for the whole item as they usually give warranty on movable parts. The bidders asked to revise this and should only be for movable parts. The Vice Chairperson replied that the bidder should put this in writing for the BAC to deliberate on.</p> <p>3. A prospective bidder clarified on the reference part of the technical specifications. The PMOIC replied that the reference is the brochure or any proof on where the compliance can be found.</p> <p>4. A prospective bidder clarified if the wood to be used can be changed from Marine Plywood to MDF or just labelled "plywood". The Vice Chairperson replied to include this in the bidder's query for the BAC to decide on.</p> <p><b>XXX</b> Section VII. Technical Specifications LOT 2, Page 75 <b>XXX</b></p> <p>5. A prospective bidder asked on the DEPED logo to be used. Dr. Fuentes replied that the logo template will be provided by BOQ.</p>

6. A prospective bidder stated that the writing table will be outsourced from China, thus, they cannot provide a brochure under their name. The bidder continued that their supplier can only provide a sketch with the specifications supplied. The Vice Chairperson noted of the two alternatives and told the bidder to write it as a clarification for the BAC to decide upon.
7. A prospective bidder asked if the reference portion for the technical specifications would only consist of brochures. The Vice Chairperson replied that this could consist from brochures to actual samples, test procedures and results, etc. The bidder asked if they can refer it with production layouts. The Vice Chairperson told the bidder to write this as a clarification.
8. A prospective bidder asked if the delivery period can be adjusted to three (3) months since it will take longer when an item is outsourced. The Vice Chairperson replied that this will be discussed with the BAC.
9. A supplier asked if Item No. 3 doesn't have any movable drawers. The Representative from BOQ confirmed this.

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Section VII. Technical Specifications  
LOT 3, Page 78

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10. A supplier asked if the edge is rounded or flat. The Chairperson replied that this will be clarified with the End-User.
11. A prospective bidder asked if the needed wire management can be on both side. The End-user replied that this is noted and will be deliberated upon.

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Section VII. Technical Specifications  
LOT 4, Page 79

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12. A bidder asked if the tables are fixed or movable with wheels. The End-User Representative replied that it has gliders only.
13. A bidder asked on the size of the chair. A bidder asked on whether the item has a headrest and stated that the ABC is too low if a headrest is included in the specifications. The End-User Representative replied that item has no headrest.

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Section VII. Technical Specifications

LOT 5, Page 80

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14. A bidder asked if the base is nylon or chrome. The PMOIC replied that they will check this with the End-user.

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Section VII. Technical Specifications

LOT 6, Page 81

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15. A supplier asked on if the item is with swing or open, push etc. The End-User Representative replied that to open the cabinet is to push with swing mechanism.

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Section VII. Technical Specifications

LOT 7, Page 82

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16. A supplier asked if there is any preference on the color of the surface. Dr. Fuentes replied that this will be consulted with the End-User.

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Section VII. Technical Specifications

LOT 7, Page 82

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17. A supplier asked if the shelves are open or fixed. The End-User took note of this.

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Section VII. Technical Specifications

LOT 8, Page 83

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18. A supplier asked whether the drawers have filing dividers. Dr. Fuentes replied that it has drawers only.

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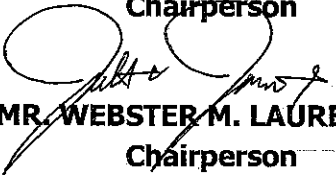
Section VII. Technical Specifications

LOT 8, Page 83

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19. A supplier asked if they can offer a cabinet with six (6) drawers for the same price. Dr. Fuentes replied that this is not acceptable since the drawers are custom-fit for their files.

	<p><b>XXX</b></p> <p>Section VII. Technical Specifications LOT 9, Page 84</p> <p><b>XXX</b></p> <p>20. A supplier asked on whether the lock is padlock, key lock or combination lock. The PMOIC took note of their concern and will be discussed with the End-User.</p> <p><b>XXX</b></p> <p>Section VII. Technical Specifications LOT 10, Page 85</p> <p><b>XXX</b></p> <p>21. A prospective bidder stated that the ABC is not sufficient for the specifications of the item. The PMOIC replied that this is noted and will be checked with the technical specifications.</p> <p><b>XXX</b></p> <p>Section VII. Technical Specifications LOT 11, Page 86</p> <p><b>XXX</b></p> <p>22. The End-User Representative stated that the wording for the specification will be revised to make it clearer. This will be included in the Bid Bulletin.</p> <p><b>XXX</b></p> <p>Section VII. Technical Specifications LOT 14, Page 89</p> <p>• <del>One (1) unit with left and right side arm, one (1) unit with right side arm.</del></p> <p><b>XXX</b></p>
<p><b>BID FORM</b></p>	<p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>
<p><b>OTHER MATTERS</b></p>	<ol style="list-style-type: none"> <li>1. The Vice Chairperson reminded the bidders that all the questions they had asked during the Conference should be put on writing to document all their questions for clarification or amendment in the Bid Bulletin.</li> <li>2. The PMOIC clarified that the ANNEX A- Financial Bid Form should have signature in all of its pages and failure to do so will be a ground for disqualification.</li> <li>3. The PMOIC reminded the bidders of all the prescribed forms in the bidding documents and any omission on its provisions will be a ground for disqualification.</li> <li>4. The Chairperson also reminded the bidders to send all their queries before the deadline of submission for clarifications thru the official email of Procurement Division V.</li> </ol>

ATTACHMENTS	Bid Bulletin No. 1
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>11:50 AM</b>
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on May 7, 2018.
PREPARED BY	<p><b>Procurement Division V:</b></p>  <b>MS. ROSEMARIE N. ANDULAN</b> Secretariat
CERTIFIED CORRECT	<p><b>Bids and Awards Committee V:</b></p>  <b>MS. JESSICA G. GAPUZ</b> Provisional Member   <b>MR. JACK G. MERCADO</b> Chairperson   <b>MR. WEBSTER M. LAUREÑANA</b> Chairperson

*Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ - denotes deletion; (b) Underline - denotes inclusion or new item/requirement; and "xxx" - denotes separation of phrase/s being amended from the rest of the main text.*