



MINUTES OF MEETING

Wednesday, July 24, 2019	10:00 AM	CONFERENCE ROOM C
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI
TYPE OF MEETING	Prebid Conference
PROJECT	Supply and Delivery of SEA Games Towels and Canvass Bags, Eco Bags with SEA Games Logo, Hologram, Accreditation Card Lanyards, Luggage Tags, PVC Card Sheets, and Stickers for the 30th SEA Games
REFERENCE NO.	PB No. 19-211-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Mr. Dickson T. Pantí Vice-Chairperson Atty. Michelle Anne B. Recto, LL.M. Regular Member Ms. Rhazel C. Rigoroso Provisional Member (PMOIC)</p> <p>Technical Working Group: Ms. Princess Joy Flores TWG Lead Member Ms. Mary Buenady Corpuz Member, PS Ms. Kristine Cils Member, PHISGOC</p> <p>Secretariat: Mr. Joshua Felino Julian F. Dulce</p> <p>PHISGOC: Ms. Rachel Ribo-Dumuk Ms. Connie S. Masangkay</p> <p>PS Consultant: Mr. Philip Beley</p> <p>Observer: Ms. Kristel Gabatino Commission on Audit (COA)</p> <p>Prospective Bidders: Ms. Claudine Munsayac Universal Towel Manufacturing Company</p>

	Ms. Myrose Cañeda Ms. Michael Cerezo Ms. Jasmine Lacerna Ms. Christine Bautista Ms. Meg Lachica Ms. Angelica Tan Mr. Jerry Tan Ms. Elizabeth De Vera Ms. Diane De Vera Ms. Glemmy Senoron Ms. Linette Victoria Pajarillaga Mr. Allan Sanchez Ms. Lavinia Lacsá Ms. Shine Aloria Ms. Pauleen Fernandez Ms. Rejean Barredo Mr. Harold Estipona Ms. Anna May Basingan Ms. Alma Morales Mr. Louis Alcongél	Universal Towel Manufacturing Company Rudy Project iPower Products and Systems Inc. Canon Bihis Cruz, Inc. Costal Leather Group, Inc. Tanjer Enterprises Tanjer Enterprises Veraliz Marketing Veraliz Marketing Compuzel Enterprises L. Victoria Trading Arxa Technology Solutions ERCL Galilee Marketing Premium Linen DVK Philippines Enterprises Crystalline Label Connect Co. Label Connect Co. Unismasters Conglomeration, Inc.
	<p>The scheduled Prebid Conference started at 10:30 AM with the Chairperson presiding.</p> <p>The Chairperson explained the new timeline of activities as a result of Bid Bulletin No. 1, thus:</p>	
CALL TO ORDER	Advertisement/Posting of Invitation to Bid	July 16, 2019
	Issuance and Availability of Bid Documents	July 16, 2019
	Pre-Bid Conference	July 24, 2019 10:00 AM
	Last day of Submission of Written Clarification	July 26, 2019
	Last day of Issuance of Bid Bulletin	July 31, 2019
	Deadline for Submission of Bids	August 7, 2019 10:00 AM
	Opening of Bids	Immediately after the deadline for Submission of Bids

DISCUSSION

I. GENERAL REQUIREMENTS	
	<p>The Provisional Member reminded the prospective bidders to pay the bidding documents fee of the lot they wish to participate in.</p> <p>The representative from Costal asked if they will be issued a separate Official</p>

	<p>Receipt (OR) for each lot.</p> <p>The Chairperson answered that the bidders will only be issued a single Official Receipt regardless of the number of bidding documents they bought.</p> <p>The representative from Veraliz asked if they can use a single set of eligibility documents for several lots.</p> <p>The Committee answered in the affirmative.</p> <p>The Regular Member emphasized that all pages of the financial component shall be initialed and signed while the technical component shall be signed in the spaces provided. The documents shall be signed by the duly authorized representative of the company.</p>
II. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	"NO QUESTIONS FROM PROSPECTIVE BIDDERS"
BID DATA SHEET	<p><u>CLAUSE 5.4</u></p> <p><i>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) for Lot No. 1 and twenty-five percent (25%) for Lots No. 2 to 7 of the ABC.</i></p> <p><i>For this purpose, similar contract shall refer to:</i></p> <p><i>Lot No. 1 – Garments</i></p> <p><i>Lot No. 2, 3, 5 and 7 – Purses, handbags and bags, Tokens and awards</i></p> <p><i>Lot No. 4 and 6 – Office Supplies</i></p> <p style="text-align: center;">XXX</p> <p>The representative from Universal Towel inquired if they can use a contract with different sites, considering the branches of the contracting party.</p> <p>The Committee answered in the affirmative. The Regular Member added that as long as it is a single contract, the same is compliant regardless of its delivery sites.</p> <p>The representative from Bihis Cruz suggested to consider Bags as similar contract for Lot number 1 since the lot comprises Towels and Bags.</p> <p>The Regular Member answered that Bags are not considered as Garments. She continued that the purpose of requiring a similar</p>

contract is to determine whether a bidder has the capability to perform the obligations under the contract most importantly if it has previously supplied items similar to the items under bidding.

The representative from L. Victoria seconded the suggestion of Bihis Cruz stating that the lot is composed of two items. Hence, both must be considered.

The Regular Member replied that the core item under lot number 1 is the Towel, hence the proper subject of the SLCC.

The representative from iPower asked if a contract of tokens is acceptable for lot number 4.

The Committee replied the similar contract for lot number 4 shall be contracts of office supplies. The Regular Member clarified that the term "similar contract" does not refer to an identical contract. Hence, a bidder may submit any contract that is similar to the contract to be bid. For this purpose, any contract involving office supplies is acceptable though the Committee raised that an identical contract to ascertain the capability of the bidder to supply the items is beneficial.

Tanjer then asked if pens are considered office supply.

The Committee answered in the affirmative.

CLAUSE 29.2

For purposes of Post-qualification the following document(s) shall be required:

1. For Lot 1: TOWEL AND CANVASS BAG

- Certificate of compliance from Philippine Textile Research Institute (PTRI) that the item is made of 100% cotton.***

XXX

The representative from Unimasters asked if the Committee would accept certification from private testing centers.

The Regular Member replied that for government procurement projects, the Committee opts to limit submissions of certifications from government testing center. Nonetheless, the inquiry will be discussed by the Committee.

XXX

4. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the last six (6) months before the deadline of Opening of Bids.

XXX

The Provisional Member emphasized the submission of Value Added Tax or Percentage Returns covering the last six (6) months before the deadline of Opening of Bids. She mentioned that all six (6) monthly VAT Returns shall be submitted.

GENERAL CONDITIONS OF THE CONTRACT

"NO QUESTIONS FROM PROSPECTIVE BIDDERS"

SPECIAL CONDITIONS OF THE CONTRACT

"NO QUESTIONS FROM PROSPECTIVE BIDDERS"

SCHEDULE OF REQUIREMENTS

Lot No.	Quantity	Item/Description	Delivery Lead Time
1	15,000 pieces	Towel with Canvass Bag	Within Thirty (30) CALENDAR DAYS from receipt of Notice to Proceed

XXX

The representative from Universal Towel mentioned that as manufacturer, it will be difficult for them to deliver the items within thirty (30) calendar days. Thus, they suggested to increase the lead time to ninety (90) calendar days. The representative from Rudy Project, however, mentioned that they can deliver the items within forty-five (45) calendar days.

The Committee took note of the concerns, for consideration.

Lot No.	Quantity	Item/Description	Delivery Lead Time
4	50,000 pieces	Accreditation Card Lanyard	Within Thirty (30) CALENDAR DAYS from receipt of Notice to Proceed

XXX

The representative from Tanjer requested to change the delivery lead time to forty-five (45) calendar days.

The Committee took note of the concern.

SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLES

TECHNICAL SPECIFICATIONS	LOT NO. 1	:	TOWEL WITH CANVASS BAG
	QUANTITY	:	15,000 pieces
	APPROVED BUDGET PER UNIT	:	Php 802.90
	APPROVED BUDGET FOR THE CONTRACT	:	Php 12,043,500.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>BATH TOWEL</p> <ul style="list-style-type: none"> ● Color : White ● Size : 70 x 140 cm ● Logo : SEAG logo printed (non-stained) ● Material : 100% cotton ● Yarn : 32s ● Weight : 530G <p>Logo:</p> <ol style="list-style-type: none"> 1. "We Win As One", printed size is 56.68 cm x 110 cm (non-stained); and 2. SEAG logo embroidered, size: 20.29 cm x 13 cm (non-stained) <p>CANVASS BAG</p> <ul style="list-style-type: none"> ● Color : White ● Size: 35cm (H) x40 cm (L) ● Logo: SEAG logo printed (non-stained) ● Material: canvass ● Strings Color: blue ● logo size: 11.84 cm x 23 cm 	

The representative from Unimasters asked if the Committee will provide tolerance for the size of the bath towel, and an elaboration on the "non-stain" requirement

The Committee replied that a tolerance will be provided for the size requirement. As regards the "non-stain" requirement, the Ad Hoc representative explained that as long as the finished product is free from stains, the same is acceptable. The end-users added that the suppliers may use any printing method except for Vinyl Printing.

The representative from Crystalline asked if the required sample shall already have a printed logo.

The Committee answered in the affirmative.

The representative from Unimasters then asked if the weight requirement is fixed.

The Committee responded that where the requirement provides no tolerance, the requirement is minimum. But the Committee mentioned that it will revisit all the requirements.

The representative from Rudy Project requested for a sample format of the logo.

The Committee said that sample formats will be provided.

LOT NO. 2	:	Eco bags with SEA GAMES logo
QUANTITY	:	35,000 pieces
APPROVED BUDGET PER UNIT	:	Php 30.00
APPROVED BUDGET FOR THE CONTRACT	:	Php 1,050,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>Eco bags with SEA GAMES logo</p> <ul style="list-style-type: none"> ● Material: Non-woven ● Dimension: H: 17" L: 17" + TSG 7" ● Process: Matte laminated ● Thickness: 80 gsm ● Design: "WE WIN AS ONE" on the center, SEA GAMES logo on the lower right part of the bag <p>Color:</p> <ul style="list-style-type: none"> ● Red : 24,000 ● Green : 7,600 ● Yellow : 600 ● Royal Blue : 1,000 ● Navy Blue : 800 ● White : 1,000 	

The representative from L. Victoria Marketing observed that the logo does not have size specifications.

The Committee mentioned that the specifications will be provided in the Bid Bulletin.

The representative from ERCL asked suggested changing the printing

method to sublimation, while the representative from Compuzel observed that matte lamination is not practicable to eco bags.

The Committee took note of the concerns, which will be answered in the Bid Bulletin.

LOT NO. 3	:	Hologram
QUANTITY	:	50,000 pieces
APPROVED BUDGET PER UNIT	:	Php 4.97
APPROVED BUDGET FOR THE CONTRACT	:	Php 248,500.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>Hologram</p> <ul style="list-style-type: none"> ● Material: Gold Hologram Sticker ● Feature : Tamper Evident ● Sizes : 15mm x 15mm (circular) ● 5 layers of Security ● 3D Laser ● Kinetic Movement ● Guilloche ● Tamper Evident ● Control Number (00001-50000) ● Hologram sticker will destroy when peel off for one-time use only 	

The representative from Compuzel requested for the sample of the Hologram. On the other hand, the representative from Arxa mentioned that they rarely produce gold material for due to the cost of production.

The Committee took note of the concerns.

LOT NO. 4	:	ACCREDITATION CARD LANYARD
QUANTITY	:	50,000 pieces
APPROVED BUDGET PER UNIT	:	Php 39.00
APPROVED BUDGET FOR THE CONTRACT	:	Php 1,950,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE

ACCREDITATION CARD LANYARD

- Process: Sublimation Full Color
- Strap Width: 0.75 inch
- Swivel hooks: J-Hooks on both ends
- Two side custom print of SEAG 2019 Branding.
- Base color: Royal Blue
- Length: 32.50 inches

The representative from Compuzel asked if stitched ends would be acceptable.

The Committee answered that it will only accept rivet-type ends.

***No questions for Lot number 5**

LOT NO. 6	:	PVC Card Sheet
QUANTITY	:	2,000 boxes (50 sets per box)
APPROVED BUDGET PER UNIT	:	Php 850.00
APPROVED BUDGET FOR THE CONTRACT	:	Php 1,700,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>PVC Card Sheet</p> <ul style="list-style-type: none">● Color: White● Surface: Glossy● Package: 50 sets per package, each set should include PVC film and core sheet● Thickness for inkjet PVC film: 0.15 mm● Thickness for core sheet: 0.46 mm● Scratch Proof● Water Resistant	

The representative from Label Connect asked if a packaging other than that required for Lot number 5 is acceptable, their packaging is 250 sheets per box.

The Ad Hoc representative answered that said packaging is acceptable. To relax the requirement, the requirement for packaging will be changed to "Manufacturer's standard".

LOT NO. 7	:	Stickers
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	QUANTITY	:	50,000 pieces
	APPROVED BUDGET PER UNIT	:	Php 18.00
	APPROVED BUDGET FOR THE CONTRACT	:	Php 900,000.00
	AGENCY SPECIFICATIONS		BIDDER'S STATEMENT OF COMPLIANCE
	Stickers <ul style="list-style-type: none"> ● Size: 6in x 4in ● Substrate: White Vinyl Sticker ● Printing: Colored Printing ● Design: SEA GAMES Logo with control number at the upper right corner ● Process: LED UV Print to Sticker ● Cutting: Full-cut ● Surface : Luggage 		
	<p>The representative from Arxa asked whether roll sticker is acceptable.</p> <p>The Ad Hoc representative answered that the submission shall be in cut-to-size sticker.</p> <p>The representative from Label Connect inquired about the packaging of the stickers. They also mentioned that the process for printing stickers is usually CMYK. Further, they asked for the font size of the logo to be printed in the stickers.</p> <p>The ad hoc representative replied the packaging shall be 500 pieces per pack. With regard the font size, the Regular Member explained that the bidders shall use font size that is proportionate to the size of the sticker.</p> <p>The representative from Arxa asked for the control number format.</p> <p>The Committee referred the bidders to the sample format of stickers, where the control number is printed.</p>		
BID FORM	The Provisional Member emphasized the submission of the Financial Bid Form with the Schedule of Prices.		
OTHER MATTERS	The Regular Member emphasized the responses not reflected in the Bid Bulletin is not official, and changes shall be duly and officially reflected in the Bid Bulletin.		

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:30 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on July 24, 2019.
PREPARED BY	(SGD.) JOSHUA FELINO JULIAN F. DULCE <i>Secretariat</i>
CERTIFIED CORRECT	<p>Special Bids and Awards Committee:</p> <p style="text-align: center;"> (SGD.) RHAZEL C. RIGOROSO <i>Provisional Member (PMOIC)</i> </p> <p style="text-align: center;"> (SGD.) ATTY. MICHELLE ANNE B. RECTO <i>Regular Member</i> </p> <p style="text-align: center;"> (SGD.) DICKSON T. PANTI <i>Vice-Chairperson</i> </p> <p style="text-align: center;"> (SGD.) JOSEPH CONRAD D. DUEÑAS <i>Chairperson</i> </p>

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.