

MINUTES OF MEETING

Wednesday, August 28, 2019	10:00 AM	Meeting Room II
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Prebid Conference
PROJECT	Supply, Delivery, and Installation of Fiber Optic Cable Network in Cebu City Regional Government Center (Phase II)
REFERENCE NO.	PB No. 19-272-5
ATTENDEES	<p>Bids and Awards Committee V: Mr. Webster M. Laureña Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Rosemarie N. Andulan Provisional Member</p> <p>End-User’s Representatives Engr. Irvin Carandang DICT</p> <p>Prospective Bidder: Mr. Tito Santiago Fastel Services, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:05 AM with the Chairperson presiding. 2. The PMOIC acknowledged the presence of the attendees. 3. It was likewise reported that observers were invited but none confirmed attendance. 4. Since the attendee is a frequent bidder, it was agreed to skip power point presentation of the documentary requirements and the discussion will just focus on the requirements specific to the project and matters in the bidding documents that he wants to clarify.

DISCUSSION	
INVITATION TO BID	In view of the urgency for the requirement of Fiber Optic Cable Network by the Department of Information and Communications

	<p>Technology (DICT), the PMOIC encouraged the prospective bidder to submit the post-qualification documents on the date of the Opening of Bid for them to immediately evaluate the submitted documents.</p>
<p>INSTRCUTION TO BIDDERS</p>	<p>NO FURTHERR DISCUSSION</p>
<p>BID DATA SHEET</p>	<p>BDS Clause 29.2 Page 45</p> <p>xxx</p> <p>2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the months of February, March, April, May, June July 2019.*</p> <p>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</p> <p>xxx The PMOIC asked the Chairperson if the requirements for the VAT Returns from the months of February to July 2019 are accurate.</p> <p>The Chairperson answered in the affirmative.</p> <p>The PMOIC then emphasized the said requirement to the prospective bidder.</p> <p>xxx</p> <p>In view of the renewal of the PCAB License of the prospective bidder, the PMOIC reminded Mr. Santiago that the PhilGEPS Registration Certificate must reflect the information of the renewed license. Hence, he asked him to submit the updated PhilGEPS Certificate during the post-qualification.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 46</p> <p>xxx</p> <p>9. Bidder's certificate that they have PCAB License for Communications Facilities for the last 5 years from the date of Bid Opening;</p> <p>xxx</p> <p>The PMOIC manifested that during the previous bidding for this project, the Single Calculate Bidder was post-disqualified due to submission of Temporary Certificate of PCAB License Renewal.</p>

	<p>She emphasized that the same will not be considered as a valid and current license and that the bidder must observe the aforementioned requirement.</p> <p>xxx</p> <p>The PMOIC clarified that the organizational chart required in this bidding pertains to the composition of the team that will work for the completion of the project.</p>				
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO FURTHER DISCUSSION</p>				
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO QUESTIONS FROM THE PROSPECTIVE BIDDER</p>				
<p>SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLE</p>	<p>NO QUESTIONS FROM THE PROSPECTIVE BIDDER</p>				
<p>TECHNICAL SPECIFICATIONS</p>	<p>The PMOIC explained that the reference column in the Technical Specification Form shall bear the basis of the compliance of the offered item to the required technical specification. It may be in the form of brochure, data sheet, or catalogue. Furthermore, she reminded the prospective bidder to indicate the brand and model in the column provided and the word “comply” in the statement of compliance.</p> <p>xxx</p> <p>Lot No. 1: SUPPLY, DELIVERY, AND INSTALLATION OF FIBER OPTIC CABLE NETWORK IN CEBU CITY REGIONAL GOVERNMENT CENTER (PHASE II)</p> <p>Technical Specification Page 75</p> <p>xxx</p> <table border="1" data-bbox="433 1560 1463 1669"> <tr> <td data-bbox="433 1560 911 1669"> <p>Shall conform with the attached Terms of Reference</p> </td> <td data-bbox="911 1560 1027 1669"></td> <td data-bbox="1027 1560 1255 1669"></td> <td data-bbox="1255 1560 1463 1669"></td> </tr> </table> <p>xxx</p> <p>The PMOIC clarified that the above-mentioned requirement shall be observed accordingly. Once the bidder declares its conformity in the Technical Specification Form it already constitutes full</p>	<p>Shall conform with the attached Terms of Reference</p>			
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	compliance in the Terms of Reference.
BID FORM	<p>The Vice Chairperson emphasized that all the pages of the Bid Form and its attachments including the Schedule of Prices must be fully signed by the authorized representative; failure to do so may cause their disqualification.</p> <p>Moreover, the PMOIC explained that the Omnibus Sworn Statement must contain ten (10) declarations in which the tenth (10) declaration shall include the active contact details of the bidder since the same will be used for the BAC to communicate with the bidder. She likewise stated that it must be signed and notarized. Failure to comply with these requirements is a ground for disqualification.</p>
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:45 AM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on August 28, 2019.
PREPARED BY	<p>The Procurement Division V:</p> <p style="text-align: center;">(SGD.)</p> <p style="text-align: center;">MS. ROSEMARIE N. ANDULAN Provisional Member</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee V:</p> <p style="text-align: center;">(SGD.)</p> <p style="text-align: center;">MR. JACK G. MERCADO Vice Chairperson</p> <p style="text-align: center;">(SGD.)</p> <p style="text-align: center;">MR. WEBSTER M. LAUREÑANA Chairperson</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.