



MINUTES OF MEETING

Tuesday, September 10, 2019	1:30 PM	CONFERENCE ROOM A
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MEETING CALLED BY	SPECIAL BIDS AND AWARDS COMMITTEE
TYPE OF MEETING	Prebid Conference
PROJECT	Supply and Delivery of Eco Bags with SEA Games Logo, PVC Card Sheets and Luggage Tags for the 30th SEA Games
REFERENCE NO.	PB No. 19-274-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Mr. Dickson T. Pantí Vice-Chairperson 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>Prospective Bidders: Mr. Jasmine Dee DVK Philippines Enterprises Mr. Denis Dee DVK Philippines Enterprises Ms. Norma Yumul 5J's Metal Craft Mr. George Gorostiza, Jr. Azitsorog Enterprises Ms. Anna Marie Arenas Flash Media Ms. Janice Atencio IFC Ms. Monique Edades Beniquelle Enterprise Mr. Chito Roa Beniquelle Enterprise</p>
CALL TO ORDER	<p>The scheduled Prebid Conference started at 10:30 AM with the Chairperson presiding.</p> <p>The Chairperson started with a discussion of the contents of the</p>

	Invitation to Bid, including the Time of Activities, thus:	
	Advertisement/Posting of Invitation to Bid	September 3, 2019
	Issuance and Availability of Bid Documents	September 3, 2019
	Pre-Bid Conference	September 10, 2019 1:30 PM
	Last day of Submission of Written Clarification	September 13, 2019
	Last day of Issuance of Bid Bulletin	September 17, 2019
	Deadline for Submission of Bids	September 24, 2019 1:30 PM
	Opening of Bids	Immediately after the deadline for Submission of Bids

DISCUSSION

I. GENERAL REQUIREMENTS	
	The Provisional Member provided a thorough discussion on the general requirements for government procurement.
II. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	<p><u>Clause 20</u></p> <p>The representative from 5J's Metal Craft and General Merchandise if the bidders must prepare a set of documents for every lot they wish to participate in.</p> <p>The Provisional Member answered that a single set of documents will suffice so long as the bidder purchased the required bidding documents fee.</p>
	<p><u>Clause 33.1</u></p> <p>The representative from DVK Philippines Enterprises asked if they can request for an extension for the submission of the Performance Security.</p> <p>The Chairperson answered that a bidders shall file a written request for that purpose, but the same is subject to the approval of the Head of the Procuring Entity.</p> <p>The representative from 5J's Metal Craft and General Merchandise if they post a Performance Security through a cash bond.</p> <p>The Provisional Member answered in the affirmative and added that the cash bond shall be at least five percent (5%) of the contract amount.</p>
BID DATA SHEET	<u>Clause 5.4</u>

The representative from 5J’s Metal Craft and General Merchandise asked if a contract for a machine with PVC Card Sheet.

The Committee took note of the concern and its reply will be reflected in the Bid Bulletin.

CLAUSE 12.1(a)(ii)

The Provisional Member reminded the bidders to declare all of their ongoing contracts including those already delivered but have yet to be paid. She continued saying all awarded government projects are recorded in the PhilGEPS to which the Procurement Service (PS) has access to.

The representative from Azitorsog asked if transactions which already have Sales Invoice should be declared as an ongoing contract.

The Provisional Member answered in the affirmative.

The same representative then asked what would be the outstanding amount.

The Provisional Member replied that the unpaid amount should be declared.

The representative from DVK Philippines Enterprises if awarded but not yet started contracts are included in the declaration.

The Committee answered in the affirmative.

Clause 29.2

The Chairperson emphasized the submission of the latest Value Added Tax Return covering the last six (6) months to wit:

- i. VAT Returns (Form 2550M) for August 2019;**
- ii. VAT Returns (Form 2550M) for July 2019;**
- iii. VAT Returns (Form 2550Q) for 2nd Quarter of 2019;**
- iv. VAT Returns (Form 2550M) for May 2019;**
- v. VAT Returns (Form 2550M) for April 2019; and**
- vi. VAT Returns (Form 2550Q) for 2nd Quarter of 2019.**

GENERAL CONDITIONS OF THE CONTRACT	"NO QUESTIONS FROM PROSPECTIVE BIDDERS"
SPECIAL CONDITIONS OF THE CONTRACT	"NO QUESTIONS FROM PROSPECTIVE BIDDERS"

SCHEDULE OF REQUIREMENTS

All bidders shall submit the following samples/demo units to the Procurement Division VI (PD VI) **on or before the deadline of bid submission** for evaluation and testing purposes:

Lot No.	Item/Description	Number of Sample
1	Eco Bags with SEA GAMES logo	Six (6) pieces (1 piece per color)
2	PVC Card Sheet	Three (3) sets
3	Luggage Tag	Three (3) pieces

xxx

SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLES

The Provisional Member mentioned that the samples required herein shall be submitted to the Procurement Division VI on or before the deadline for submission of bids.

The Committee mentioned that the samples shall contain all of technical specifications.

The representative from DVK Philippines Enterprises asked if the Special Bids and Awards Committee (SBAC) may check the samples prior to the Bid Opening if the same are compliant with the technical specifications.

The Chairperson mentioned that the SBAC does not hold pre-qualification proceedings.

The Chairperson also mentioned that the samples presented during the Pre-bid Conference are not the actual items required but only to give bidders idea of what the items may look like.

TECHNICAL SPECIFICATIONS

LOT NO. 1	:	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
Eco Bag with SEA GAMES logo <ul style="list-style-type: none"> ● Material: Non-woven ● Dimension: (length x width x gusset) 17 inch x 17 inch x 7 inch (min) ● Handle: 16 inch x 1 inch (min) 	

- Thickness: 80 gsm (+/- 5 gsm)
- Logo:
- Printing Process:
 - For color White: Sublimation
 - For other colors: Matte Lamination or Silk screen print
 - Design: "WE WIN AS ONE" on the center,
 - Size: (L x W) 29.5 cm (+2cm) x 15.7 cm (+2cm)
 - For color white, red, green and royal blue: Colored logo
 - For color yellow: Black logo
 - For color navy blue: White logo
 - Design: "SEA GAMES" logo on the lower right part of the bag
 - Size: (L x W) 8.8 cm (+2cm) x 6.4 cm (+2cm)

Color codes:

Color	C	M	Y	K	R	G	B
Navy Blue	100	98	23	33	0	6	97
Green	76	1	100	0	52	178	51
Red	9	98	100	1	218	36	30
Royal Blue	86	56	0	0	0	110	198
Yellow	0	50	100	0	243	152	0

The representative from Beniquelle asked for the font style and size of the logo.

The end-user representative answered that an actual format (AI file) of the logos will be provided.

LOT NO. 3	:	LUGGAGE TAG
QUANTITY	:	50,000 pieces
APPROVED BUDGET PER PIECE	:	Php 25.00
APPROVED BUDGET FOR THE CONTRACT	:	Php 1,250,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>LUGGAGE TAG</p> <ul style="list-style-type: none"> ● Size: 3 x 4 ½ inches (min) ● Material: PVC ● Thickness: 1 mm (min) 	

	<ul style="list-style-type: none"> ● Image Orientation: <ul style="list-style-type: none"> -Front – horizontal (2019 SEA GAMES branding) must be at the center (as shown in the illustration) -logo height: 2” -logo width: 1” -Back – horizontal (fillable personal Information) ● Printing: Full color printing ● Strap: Rubber luggage tag loop strap ● Strap Size: Manufacturer’s Standard ● Strap Color: Clear 	
	<p>The representative from Azitsorog asked if the specifications provided in this section is the same as that of the soft copy.</p> <p>The end-user representative answered in the affirmative.</p> <p>The same representative asked for specifics on the required “fillable part”.</p> <p>The Committee replied that the “fillable part” shall have a special coating so as to make writing therein possible. This will be amended through the Bid Bulletin.</p> <p>The same representative then asked where does the measurement of the width of the logo starts and ends.</p> <p>The Committee replied that for the width, the measurement starts at the western part of letter “W” of the word “WIN” and ends at the eastern part of letter “E” of the word “ONE”. The Committee added that the corners of the luggage tag will now be rounded.</p> <p>For all specifications having no tolerance, the Committee mentioned that the requirement is minimum.</p>	
<p>BID FORM</p>	<p>The Provisional Member emphasized the submission of the Financial Bid Form with the Schedule of Prices. Failure to submit the Schedule of Prices is a ground for disqualification.</p> <p>The Provisional Member mentioned that the Bid Securing Declaration shall be addressed to the Procurement Service.</p>	
<p>OTHER MATTERS</p>	<p>The Committee also reminded the bidders that a prototype sample shall be approved by the joint inspection team of the Philippine Sports Commission, PHISGOC and Procurement Service before mass production.</p> <p>The Committee emphasized the “No Contact Rule” after the Opening of Bids</p>	

until the Notice of Award.

Before the meeting ended, the Chairperson reminded the bidders of the Security Notice of the Procurement Service to its awardees, that is, to avoid accepting solicitations from unscrupulous individuals/entities misrepresenting themselves as officials and employees of the Procurement Service.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on September 10, 2019.
PREPARED BY	<p style="text-align: center;">(SGD) JOSHUA FELINO JULIAN F. DULCE <i>Secretariat</i></p>
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) 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.