

# MINUTES OF MEETING

Friday, September 13, 2019	10:00 AM	CONFERENCE ROOM A
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<b>MEETING CALLED BY</b>	<b>SPECIAL BIDS AND AWARDS COMMITTEE</b>
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>
<b>PROJECT</b>	Supply and Delivery of SEA Games Towels and Canvass Bag for the 30 <sup>th</sup> SEA Games
<b>REFERENCE</b>	<b>PB No. 19-286-6</b>
<b>ATTENDEES</b>	<p><b>Special Bids and Awards Committee:</b>          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 (PMO-in-Charge)          Ms. Princess Joy B. Flores                              TWG Lead Member          Ms. Mary Buenady A. Corpuz                              TWG Member</p> <p><b>Procurement Division VI:</b>          Mr. Jerome Jerold A. Catapang                      Member</p> <p><b>End-User Agency:</b>          Ms. Myra Balaquiot                                      PHISGOC          Ms. Kristine Cils    TWG Member, PHISGOC</p> <p><b>Prospective Bidders:</b>          Ms. Maria Riona Maula                                  Innovative Finds Corp.          Ms. Claudine Munsayac                                  Universal Towel          Ms. Myrose Canida    Universal Towel          Mr. Francis Daguio    Proevent          Ms. Analiza mabelangan                                  Green Ads          Ms. Elizabeth Lauzor                                      Green Ads          Mr. Louis Alconcel    Unimaster Conglomeration Inc.          Mr. Normando Martin                                      Freshmango Inc.</p>
<b>CALL TO ORDER</b>	1. The scheduled <b>Pre-bid Conference</b> started at <b>10:21 AM</b> with the Chairperson presiding.

	<p>2. The Chairperson acknowledged the presence of the attendees.</p> <p>3. The Invitation to Observers was also presented; however, none of them attended.</p> <p>4. Having established the required quorum, the Provisional Member proceeded with the discussion of the general requirements for government procurement.</p>
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**DISCUSSION**

**I. BID DOCUMENTS**

<b>INVITATION TO BID</b>	"NO DISCUSSION"															
<b>INSTRUCTIONS TO BIDDERS</b>	"NO DISCUSSION"															
<b>BID DATA SHEET</b>	<p>BDS Clause 5.4 Page 39.</p> <p>xxx For this purpose, similar contract shall refer to:</p> <p>Garments xxx</p> <p>The prospective bidder requested for the consideration of contracts for beddings or flat sheets for purposes of SLCC request.</p> <p><b>The Committee took note of the request and stated that it will be discussed with the End-User Agency.</b></p>															
	<p>BDS Clause 18.1 Page 42.</p> <p>xxx</p> <table border="1"> <thead> <tr> <th rowspan="2">Lot no.</th> <th rowspan="2">QTY</th> <th rowspan="2">ITEM/DESCRIPTION</th> <th rowspan="2">APPROVED BUDGET FOR THE CONTRACT</th> <th>AMOUNT</th> <th rowspan="2">Surety Bond (5%)</th> <th rowspan="2">Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)</th> </tr> <tr> <th>Cash, Cashier's/ Manager's Check/Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>xxx</td> <td>xxx</td> <td>12,043,500.00</td> <td> <del>24,087.00</del>  <b>240,870.00</b> </td> <td>60,217.50</td> <td>xxx</td> </tr> </tbody> </table>	Lot no.	QTY	ITEM/DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	AMOUNT	Surety Bond (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)	Cash, Cashier's/ Manager's Check/Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC)	1	xxx	xxx	12,043,500.00	<del>24,087.00</del> <b>240,870.00</b>	60,217.50	xxx
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					<b>602,175.00</b>	
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xxx

**The Provisional Member stated that the correct amount of bid security will be reflected in the Supplemental Bid Bulletin.**

BDS Clause 29.2  
Page 44

xxx

1. For Lot 1: TOWELS AND CANVASS BAG

- Certificate of compliance from Philippine Textile Research Institute (PTRI) that the item is made up of:

- 100% cotton; **and**
- 32s yarn count; and
- 530 grams

xxx

The prospective bidders requested to remove the requirement for the 32s yarn count since it requires time to get the certification from PTRI. In addition, the prospective bidders explained that the 32s yarn count is not aligned to the technical specification for towels.

The prospective bidder similarly requested to add a tolerance to the 32s yarn count if the above request is not considered.

**The Committee took note of the concerns and stated that the same shall be answered in the Supplemental Bid Bulletin.**

BDS Clause 29.2  
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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. The submission should comprise of six (6) submissions, to illustrate:

**i. VAT Returns (Form 2550M) for August 2019;**

ii. VAT Returns (Form 2550M) for July 2019;

iii. VAT Returns (Form 2550Q) for 2<sup>nd</sup> 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 1<sup>st</sup> Quarter of 2019

~~vii. VAT Returns (Form 2550M) for February 2019.~~

	<p>xxx</p> <p><b>The Provisional Member stated that the correct coverage of the requirement will be reflected in the Supplemental Bid Bulletin.</b></p>								
GENERAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"								
SPECIAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"								
SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLES	<p>Page 71.</p> <p>xxx</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Quantity</th> <th>Item/Description</th> <th>Delivery Period</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>xxx</td> <td>Towel with Canvass Bag</td> <td>Within Thirty (30) CALENDAR DAYS from receipt of Notice to Proceed</td> </tr> </tbody> </table>	Lot No.	Quantity	Item/Description	Delivery Period	1	xxx	Towel with Canvass Bag	Within Thirty (30) CALENDAR DAYS from receipt of Notice to Proceed
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	1	xxx	Towel with Canvass Bag	Within Thirty (30) CALENDAR DAYS from receipt of Notice to Proceed					
<p>xxx</p> <p>The prospective bidders requested if the delivery period could be amended to "On or before November 15, 2019, similar to the requirements in PB 19-279-6.</p> <p><b>The Committee stated that it will be discussed with the End-User Agency.</b></p>									
TECHNICAL SPECIFICATIONS	<p>Page 74.</p> <p>xxx</p> <p><b>BATH TOWEL</b></p> <ul style="list-style-type: none"> <li>• Color : White</li> <li>• Size : (length x width) 70 cm (-2cm) x 140 cm (-2cm)</li> </ul> <p>xxx</p> <p>The prospective bidder inquired whether the bath towel will be measured before soaking test or after.</p> <p><b>The Committee answered that the towel will be measured before the soaking test.</b></p> <p>The prospective bidder requested to proportion the tolerance to at least -</p>								

	<p>3cm for the width.</p> <p><b>The Committee responded that it will be considered, and any change will be reflected in the Supplemental Bid Bulletin.</b></p>
	<p>xxx  <b>CANVASS BAG</b>  <ul style="list-style-type: none"> <li>• xxx</li> <li>• Size: (H x W) <del>35</del> <b>40</b>cm x <del>40</del> <b>35</b>cm (min)</li> </ul> xxx</p> <p><b>The Provisional Member explained that the measurement amendment will be included in the Supplemental Bid Bulletin.</b></p>
	<p>xxx  Logo:</p> <p>SEAG Logo  <ul style="list-style-type: none"> <li>• Printing Process: Vinyl</li> <li>• xxx</li> </ul> xxx</p> <p>The prospective bidder requested clarification on the logo since the approved sample shows "WE WIN AS ONE" logo while the technical specification indicates SEAG logo.</p> <p>The prospective bidder similarly clarified that the printing process made in the approved sample is silk screen. The prospective bidder explained that the vinyl is a type of material used for heat press printing process.</p> <p><b>The Committee took note of the concerns and stated that it will be subject for discussion with the End-User Agency.</b></p>
<p><b>BIDDING FORMS</b></p>	<p>BID SECURING DECLARATION FORM  "Annex H"  Page 100.</p> <p>xxx  To: <del>[Insert name and address of the Procuring Entity]</del>  <u><b>Procurement Service</b></u>  xxx</p> <p><b>The Chairperson suggested to specify the Procuring Entity in the above form to minimize the error on the part of the bidders.</b></p>

OTHER MATTERS	<p><b>The Provisional Member stated that new forms will be provided for the Schedule of Requirements and Technical Specification if there are amendments made.</b></p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at <b>11:29 AM.</b></p>
CERTIFICATION	<p>We certify that the foregoing is the true account of the Pre-bid Conference conducted on <b>September 13, 2019.</b></p>
PREPARED BY	<p style="text-align: center;"> <b>(SGD)</b>  <b>JEROME JEROLD A. CATAPANG</b>          Member, Procurement Division VI       </p>
CERTIFIED CORRECT	<p>Special Bids and Awards Committee:</p> <p style="text-align: center;"> <b>(SGD)</b>  <b>RHAZEL C. RIGOROSO</b>          Provisional Member (PMO-in Charge)       </p> <p style="text-align: center;"> <b>(SGD)</b>  <b>ATTY. MICHELLE ANNE B. RECTO, LL.M.</b>          Vice Chairperson       </p> <p style="text-align: center;"> <b>(SGD)</b>  <b>DICKSON T. PANTI</b>          Vice Chairperson       </p> <p style="text-align: center;"> <b>(SGD)</b>  <b>JOSEPH CONRAD D. DUEÑAS</b>          Chairperson       </p>