



MINUTES OF MEETING

Wednesday, September 18, 2019	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 4																		
TYPE OF MEETING	Prebid Conference																		
PROJECT	<i>Supply and Delivery of Fastener for the Procurement Service (PS)</i>																		
REFERENCE NO.	PB 19-288-4																		
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 4</p> <table border="0"> <tr> <td>Engr. Estrellita G. Fule</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Nikko C. Valenzona</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Dave Y. Valderrama</td> <td>AdHoc Representative PS</td> </tr> </table> <p>Bidder(s):</p> <table border="0"> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>Center Point Sales & Trading, Inc</td> </tr> <tr> <td>Mr. Carmichael Arnabo</td> <td>Netlink Tech Solution</td> </tr> <tr> <td>Ms. Joahanna Lim – Bangayan</td> <td>Multi Zero Diversified Marketing, Inc.</td> </tr> <tr> <td>Mr. Alan Dimaunahan</td> <td>Rising Gem Gen. Merchandise</td> </tr> <tr> <td>Mr. Louis Alconcel</td> <td>Unimasters Conglomeration</td> </tr> <tr> <td>Ms. Mary Joy Ilocso</td> <td>E. Pascual Construction</td> </tr> </table>	Engr. Estrellita G. Fule	Chairperson	Mr. Nikko C. Valenzona	Provisional Member	Mr. Dave Y. Valderrama	AdHoc Representative PS	Ms. Maeah Airocel Isidro	Center Point Sales & Trading, Inc	Mr. Carmichael Arnabo	Netlink Tech Solution	Ms. Joahanna Lim – Bangayan	Multi Zero Diversified Marketing, Inc.	Mr. Alan Dimaunahan	Rising Gem Gen. Merchandise	Mr. Louis Alconcel	Unimasters Conglomeration	Ms. Mary Joy Ilocso	E. Pascual Construction
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. The Provisional Member accounted the Invited Observers and stated for the record that none of the Invited Observers confirmed their attendance for the Activity. 4. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project. 																		

DISCUSSION

I. BID DOCUMENTS



**INSTRUCTIONS TO
BIDDERS**

SECTION I
ITB Clause No. 2
Page No. 4

X X X

Advertisement/Posting of Invitation to Bid	September 11, 2019
Issuance and Availability of Bid Documents	September 11, 2019
Pre-Bid Conference	September 18, 2019; 10:00 AM
Last day of Submission of Written Clarification	September 21, 2019
Last day of Issuance of Bid Bulletin	September 25, 2019
Deadline for Submission and Opening of Bids	October 02, 2019; 10:00 AM

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The Provisional Member presented the Project Timeline, emphasizing the deadline for submission of Written Queries that will be answered thru a Bid Bulletin to be issued for the Project.

The Provisional Member reminded bidders the deadline for submission of Bids and emphasized that Bidders are allowed to submit Proposals a day early due to the traffic situation in the vicinity of PS.

X X X

*The Procurement Division 4
Procurement Service
RR Road, Cristobal St., Paco, Manila
689-7750 loc. 4017, 563-9351
pd4@ps-philgeps.gov.ph*

X X X

The Provisional Member reminded bidders the BAC IV's contact information to properly account any queries from prospective bidders.



BID DATA SHEET

SECTION III
 BDS Clause No. 1.2
 Page No. 38

XXX

The reference number is Public Bidding No. 19-288-4.

The lot(s) and references are:

Lot No.	Quantity	Description	Approved Budget for the Contract
1	308,880 Boxes	Fastener, Metal, Non-Sharp Edges	₱ 26,254,800.00

TOTAL ABC ₱ 26,254,800.00

XXX

The Provisional Member presented the Project's ABC, Quantity and reference number.

SECTION III
 BDS Clause No. 5.4
 Page No. 38

XXX

at least twenty five percent (25%) of the total ABC. Please refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.

XXX

The Provisional Member presented the requirements for Similar Contracts and subsequently presented the Annex "I" to identify that Similar Contract must be under the category of office supplies in order to be accepted. In Addition, the Provisional Member reminded bidders that the amount for Similar Contracts should be at least 25% of the Total ABC for the Project.

SECTION III
 BDS Clause No. 12.1 (a)(i)
 Page No. 39

XXX

- a. *Business Registration;*
- b. *Mayor's Permit for 2019*
- c. *2018 Audited Financial Statement; and*
- d. *Valid and current Tax Clearance per EO 398, Series of 2005 as finally reviewed and approved by BIR.*

XXX

The Provisional Member explained that bidders are required to submit the PhilGEPS Certificate of Registration as part of the Eligibility Requirements and further explained to the bidders that in the event the attached Annex "A" of the said certificate has expired, bidders are allowed to submit the



outdated Annex "A" accompanied by the updated documents.

The Provisional Member also explained that bidders with outdated PhilGEPS Certificate of Registration will be required to submit a valid and updated certificate during Post Qualification.

SECTION III
 BDS Clause No. 13.2
 Page No. 40

XXX

Any bid with a financial component exceeding the total ABC shall not be accepted.

XXX

The Provisional Members reminded bidders that a bid proposal must not exceed the total ABC otherwise, they will be declared ineligible.

BDS Clause No. 18.1
 Page No. 40

XXX

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

Item No.	Description	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03- 2012)
1	Fastener, Metal, Non-Sharp Edges	₱525,096.00	₱1,312,740.00	Please see form attached as Annex "H"

XXX

The Provisional Member presented the forms of Bid Security and its corresponding amounts. In Addition, the Provisional Member presented the Bid Securing Declaration and explained that the 3^d form of Bid Security needs to be notarized in compliance to the Rules of Notarial Practice.

BDS Clause No. 20.3
 Page No. 41

XXX

Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid.



	<p>XXX</p> <p><i>The Provisional Member drew emphasis on the required number of copies to be submitted during the deadline for submission of Bids; explaining to the Bidders that it is permissible to submit more than the required copies. But when insufficient number of copies is submitted, as it will be a ground for ineligibility.</i></p> <p>BDS Clause No. 32.4(f) Page No. 43</p> <p>XXX</p> <p><i>The awardee must submit a soft copy (JPEG or PNG format, Picture-640 x 480 Pixel with White or Plain Background) of the color picture of the Product/s upon receipt of the Notice of Award.</i></p> <p>XXX</p> <p><i>The Provisional Member explained to the prospective bidders that once the Project has been awarded, the winning bidder is required to submit a Product Picture to be featured in the PS Web Catalogue.</i></p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION



SCHEDULE OF REQUIREMENTS

SECTION VI
Page No. 69

The Provisional Member presented the Schedule of Requirements and emphasized on quantities per tranche.

The representative from Unimasters Conglomeration inquired if the Deliveries for each tranche can be broken down into small tranches.

The Chairperson answered in the affirmative, but explained that the 1st tranche is required to be delivered in full in order to cater pending orders from Client Agencies.

SECTION VI
Page No. 70

X X X

Lot No.	Item/Description	Requirements
1	Fastener, Metal, Non-Sharp Edges	Two (2) Boxes

X X X

The Provisional Member explained the required submission of Samples/Demo Units of the offered product.

The Provisional Member advised prospective bidders to separately submit the required samples on/or before the deadline for submission of bids.

The Chairperson instructed the Provisional Member to present the current Product offered in order for bidders to inspect the item and its packaging.

TECHNICAL SPECIFICATIONS

SECTION VII
Page No. 72

The Provisional Member presented the Technical Specifications Form and demonstrated the proper procedure in accomplishing the said form.

The Provisional Member instructed Prospective Bidders to thoroughly inspect the Technical Specifications for their compliance with the parameters set by the Technical Specifications.

TERMS OF REFERENCE

NO DISCUSSION



BIDDING FORMS

**Annex: A – Bid Form
Page No. 76**

The Provisional Member reminded bidders not to forget the accomplished Price Schedule on their submission as it will result to the disqualification of their submission.

The representative Multi-Zero Diversified Marketing, Inc. raised an error with regards to the said form.

The BAC took note of the said concern, and will be reflected to a Bid Bulletin to be issued for the Project.

**Annex: B – Omnibus Sworn Statement
Page No. 81**

The Provisional Member emphasized on the 10th Declaration of the Document, giving out a reminder to duly read and accomplish the said form with the accepted proofs of Identification indicated below of the said document to not render their submission defective.

The Provisional Member emphasized to the Prospective Bidders that Notices issued by the BAC are deemed received from its issuance as a result of the 10th declaration containing updated contact information of the Bidder.

The Provisional Member reminded bidders that the Omnibus Sworn Statement will be notarized in compliance with the Rules of Notarial Practice.

**Annex: C and C-1 Statement of Single Largest Completed Contract and Statement of (i) Ongoing Contracts
Page No. 84 & 85**

The Provisional Member presented the proper instructions/procedure in accomplishing the said forms, and emphasized to the bidders to divulge all ongoing projects as it will be a vital requirement in validating the NFCC Computation, further reminding the bidders that by not declaring all ongoing contracts will result to their subsequent blacklisting in participating in government biddings.

Annex: H – Bid Securing Declaration

The Provisional Member presented the said form, explaining to the bidders the objective of the said form as the 3rd form of Bid Security available for bidders to utilize as their Bid Security.

Annex: I – Requirements for Similar Contracts

The Provisional Member presented the categories for Similar Contract,



and that the item will be under Office Supplies. Bidders are expected to declare similar contracts that falls under the said category.

II. OTHER DISCUSSIONS

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12: 00 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, September 18, 2019.
PREPARED BY	Procurement Division 4: (SGD.) MR. NIKKO C. VALENZONA Provisional Member, Bids and Awards Committee 4
CERTIFIED CORRECT	 (SGD.) MR. DAVE Y. VALDERRAMA Ad-Hoc Representative, Bids and Awards Committee 4 (SGD.) ENGR. ESTRELLITA G. FULE Chairperson, Bids and Awards Committee 4