

MINUTES OF MEETING

November 7, 2019	10:00 AM	Conference A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Mop Handle for the Procurement Service
REFERENCE NO.	PB 19-311-5
ATTENDEES	<p>Bids and Awards Committee V Ms. Webster M. Laureñana Chairperson Mr. Arnel B. Cunanan Provisional Member (PMO-in-charge) Mr. Boycie F. Tarca Ad Hoc Member</p> <p>Procurement Division V Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat Mr. Jules Amiel D. Angeles Member</p> <p>Prospective Bidders Ms. Leny de Ocera LMS Industries Ms. Loreta Sanido LMS Industries Mr. Allan Toledo TIMCO</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:30 AM. 2. Engr. Hoshina acknowledged the presence of attendees. 3. He likewise reported that observers were invited for this activity but none confirmed their attendance. 4. Since the attendees are frequent bidders of common supplies and equipment, it was agreed to skip power point presentation of the the documentary requirements and the discussion will just focus on the requirements specific to the project and matters in the bidding documents that they want to clarify.

DISCUSSION

BID DOCUMENTS																
INVITATION TO BID	The Chairperson informed the prospective bidders that the mop handle to be bid for this is the requirement for 2019 but will be delivered on the first (1st) semester of the year 2020. Nonetheless, should the bidder opt to deliver on the mid period of December 2019, the same will be accepted by the Procurement Service (PS) to accommodate the demand of the item.															
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS															
BID DATA SHEET	The Chairperson asked the PMOIC to discuss the definition of the similar contract. The PMOIC manifested that the Mop Handle falls within the category of floor care products and the equivalent of the contract price must be at least twenty-five percent (25%) of the Approved Budget of the Contract (ABC).															
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION															
SPECIAL CONDITIONS OF THE CONTRACT	The PMOIC emphasized the additional quantity of two (2) pieces for every batch of delivery for acceptance test.															
SCHEDULE OF REQUIREMENTS	<p>Schedule of Requirements Page 70</p> <p style="text-align: center;">xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">LOT NO.</th> <th style="width: 45%;">QUANTITY</th> <th style="width: 45%;">ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">33,264 pieces</td> <td>Mophandle, heavy duty, screw type, 12pieces per bundle</td> </tr> <tr> <td colspan="2" style="text-align: center;">DELIVERY SCHEDULE</td> <td style="text-align: center;">QUANTITY</td> </tr> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">within 30 calendar days from receipt of NTP</td> <td style="text-align: center;">10,008 pieces</td> </tr> <tr> <td style="text-align: center;">2nd</td> <td style="text-align: center;">Within 30 calendar days thereafter</td> <td style="text-align: center;">5,820 pieces</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM DESCRIPTION	1	33,264 pieces	Mophandle, heavy duty, screw type, 12pieces per bundle	DELIVERY SCHEDULE		QUANTITY	1 st	within 30 calendar days from receipt of NTP	10,008 pieces	2 nd	Within 30 calendar days thereafter	5,820 pieces
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3rd	within 30 calendar days thereafter	5,820 pieces
4th	within 30 calendar days thereafter	5,820 pieces
5 th	within 30 calendar days thereafter	5,796 pieces
		33,264 pieces

xxx

The Chairperson asked the prospective bidders if the requirement of 10,008 pieces of mop handle for the first (1st) delivery is feasible.

Ms. Sanido of LMS Industries and Mr. Toledo of TIMCO agreed with the requirement.

To accommodate the requirement of mop handle, it was agreed by the Committee to divide the first (1st) tranche of delivery into two (2) deliveries every fifteen (15) calendar days. The first delivery shall cover the forty percent (40%) of 10,008 pieces while the second (2nd) delivery shall cover the remaining sixty percent (60%).

Lot No. 1: Supply and Delivery of Mop Handle

Technical Specifications

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e.) The net quantity of contents, in terms of weight, measure or numerical count rounded off to at least the nearest tenths in the metric system;

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The Chairperson sought to know if the aforementioned requirement is applicable to mop handle.

Ms. Ocera of LMS Industries answered in the negative. She stated that the mop handle does not reflect in its label the net quantity of its weight. However, if there will be a requirement of weight in the bidding document, the same can likewise be incorporated in the label.

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The Chairperson reminded the prospective bidders that as reflected in the issued bid bulletin on 31 October 2019, the updated Technical Specification is dated 11 September 2019 which will be the basis of the evaluation of the present bidding.

Furthermore, the Chairperson manifested that the specification shall

TECHNICAL SPECIFICATIONS

	<p>be measured while the mop handle is assembled.</p> <p>xxx</p> <p>Mr. Toledo wanted to clarify if the top length of the mop head clipper bracket will be measured at the outside or inner diameter.</p> <p>The Chairperson noted this matter for clarification with the Technical Specification Review Committee (TSRC).</p> <p>The Chairperson discussed before the prospective bidders the parts description and measurement of the mop handle. As for the Clipper Hole and Clipper Hole Edge to Clipper Edge, the Chairperson clarified that the measurement will be taken in the inner diameter.</p>
BID FORMS	<p>The Chairperson reminded the prospective bidders to submit together with the Bid Form the Schedule of Prices. Failure to do so may cause for the disqualification of their bid. Furthermore, he explained that all pages of the Bid Form and Schedule of Prices must be duly signed.</p>

OTHER MATTERS	<p>The Chairperson encouraged the prospective bidders to put in writing any concern that they may have observed during the Prebid Conference. This is for the Committee or the TSRC to consider and include in the bid bulletin.</p>
CERTIFICATION	<p>We certify that the foregoing is the true account of Pre-bid Conference conducted November 7, 2019.</p>
PREPARED BY	<p style="text-align: center;">(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT</p>

CERTIFIED CORRECT

(SGD.)

MR. BOYCIE F. TARCA

AD HOC, MEMBER

(SGD.)

MR. ARNEL B. CUNANAN

PMOIC, Bids and Awards Committee V

(SGD.)

MR. WEBSTER M. LAUREÑANA

Chairperson, Bids and Awards Committee V