



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



PS DBM Compound, RR Road, Cristobal St., Paco, Manila  
Tel. No. 689-7750

## MINUTES OF MEETING

Tuesday, June 4, 2019	1:30 PM	CONFERENCE ROOM B
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE VII</b>	
TYPE OF MEETING	<b>Prebid Conference</b>	
PROJECT	Supply, Delivery and Installation of Production Equipment and Software for the Production of Braille and Other Accessible Materials for the Department of Education (DepEd)	
REFERENCE NO.	<b>PB No 19-169-7</b>	
ATTENDEES	<b>Bids and Awards Committee VII</b> Ms. Rosalinda V. Dapito Chairperson Mr. Vic Anthony A. Tubon Vice Chairperson Ms. Ma. Jennifer R. Jimenez Provisional Member (PMO-in-Charge) Ms. Mildiadema Lustria Provisional Member (AdHoc) <b>Procurement Division VII</b> Ms. Kaila M. Jaronay Secretariat <b>End-User's Representative</b> Mr. Allan Mesoga BLR-DepEd <b>Bidders:</b> Ms. Ella Sasan First and Finest Technology Corp. Ms. Cherish Joy Camacho F.C. Camacho Trading Ms. Mary Jane Apuada Mars Lab	

<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>1:50 PM</b> with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC, the required quorum has been established.</li> <li>3. The Secretariat stated BAC’S compliance with regard to the invitation of Observers.</li> <li>4. The Secretariat presented the general requirements for government procurement.</li> </ol>
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## **DISCUSSIONS**

I. BID DOCUMENTS	
<b>INVITATION TO BID</b>	<p>Section I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
<b>INSTRUCTIONS TO BIDDERS</b>	<p>Section II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
<b>BID DATA SHEET</b>	<p><b>SECTION III</b> ITB Clause 5.4 Page 41</p> <p style="text-align: center;">x x x</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC for each lot.</p> <p style="text-align: center;">x x x</p> <ul style="list-style-type: none"> <li>➤ A representative of First and Finest stated that they have a completed project similar to lot two (2) amounting to P1,924,500.00 only in which they raised that they cannot comply to the required single contract of <i>at least fifty percent (50%) of the ABC.</i></li> <li style="margin-left: 40px;">- <i>The Chairperson suggested that they can have a joint venture. The said bidder has a foreign partner. The BAC clarified that</i></li> </ul>

	<p><i>the required eligibility documents for the foreign bidder has an equivalent document to the origin country. Also added that parties must register in PhilGEPS as Platinum Member.</i></p>		
	<p>SECTION III ITB Clause 29.2 Page 47</p> <p>x x x</p> <p>The following Income and Business Tax Returns are required to be submitted within five (5) calendar days from the receipt of notice from the BAC:</p> <p>1. Latest Income Tax Returns for the year <del>2017</del> <u>2018</u> (BIR Form 1701 or 1702); and</p> <p>x x x</p> <p>- <i>To correct the year requirement for the Latest Income Tax Returns.</i></p>		
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	<p>Section IV There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>		
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	<p>SECTION V There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>		
<b>SCHEDULE OF REQUIREMENTS</b>	<p>Section VII There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>		
<b>TECHNICAL SPECIFICATIONS</b>	<p>Section VII Page 77-83</p> <p>x x x</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Bidder's Statement of Compliance</b></td> </tr> <tr> <td>Brand &amp; Model:</td> </tr> </table>	<b>Bidder's Statement of Compliance</b>	Brand & Model:
<b>Bidder's Statement of Compliance</b>			
Brand & Model:			

	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: fit-content;"> <p>(Please indicate the word <b>"COMPLY"</b>)</p> </div> <p>X X X</p> <ul style="list-style-type: none"> <li>- <i>The Vice Chairperson instructed to merge the row for the statement of compliance.</i></li> </ul>
<p><b>BIDDING FORMS</b></p>	<p>Section VIII</p> <p>Bid Form (Annex A)</p> <ul style="list-style-type: none"> <li>- <i>The Vice Chairperson instructed to attach the Price Schedule form.</i></li> </ul>
<p><b>II. OTHER DISCUSSIONS</b></p>	
<p><b>OTHER MATTERS</b></p>	<p>1. The following points were also emphasized:</p> <ul style="list-style-type: none"> <li>• Authority of Signatory <ul style="list-style-type: none"> <li>- All signatures must be the authorized representative which was reflected in the Authority of Signatory.</li> </ul> </li> <li>• PhilGEPS Certificate <ul style="list-style-type: none"> <li>- It must be valid, current and updated.</li> <li>- The bidder may opt to submit the Annex A eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership) during the deadline of submission of bids, provided that it shall be submitted as part of post-qualification documents.</li> </ul> </li> <li>• For the required Competent Evidence of Identity <ul style="list-style-type: none"> <li>- Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• No. 10<sup>th</sup> statement under the Omnibus Sworn Statement <ul style="list-style-type: none"> <li>- Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10<sup>th</sup> statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.</li> </ul> </li> <li>• Documents such Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must specific to the project.</li> <li>• Additional documents of the LCB must submit within five (5) calendar days from the receipt of the notice from the BAC.</li> </ul> <p>2. It was presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications shall be on June 7, 2019.</p>
<b>ATTACHMENTS</b>	Price Schedule.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>3: 00 PM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Tuesday, June 4, 2019.
<b>PREPARED BY</b>	Procurement Division VII  <p style="text-align: center;"><b>SGD</b> <b>MS. KAILA M. JARONAY</b> Secretariat</p>
<b>CERTIFIED CORRECT</b>	Bids and Awards Committee VII (BAC VII)  <p style="text-align: center;"><b>SGD</b> <b>MS. MA. JENNIFER R. JIMENEZ</b> Provisional Member (PMOIC)</p> <p style="text-align: center;"><b>MS. MILDIADEMA LUSTRIA</b> Provisional Member (AdHoc)</p>

	<p><b>SGD</b> <b>MR. VIC ANTHONY A. TUBON</b> Vice Chairperson</p>
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	<p><b>SGD</b> <b>MS. ROSALINDA V. DAPITO</b> Chairperson</p>
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*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.*