

MINUTES OF MEETING

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| Monday, August 17, 2020 | 10:00 AM | PS CONFERENCE ROOM B-C |
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| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYPE OF MEETING | Prebid Conference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT | <i>Supply and Delivery of Cut-Size Paper Products for the Procurement Service (Framework Agreement)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REFERENCE NO. | PB 20-025-1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATTENDEES | <p>BIDS AND AWARDS COMMITTEE 1</p> <table> <tr> <td>Dickson T. Pantí</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Vice Chairperson</td> </tr> <tr> <td>Atty. Earvin Jay Alparaque</td> <td>Regular Member (Via Google Meet)</td> </tr> <tr> <td>James F. Gabilo</td> <td>Provisional Member</td> </tr> <tr> <td>Ana Zosith A. Cañares</td> <td>Ad-Hoc Representative PS</td> </tr> </table> <p>Procurement Division 5 (BAC Secretariat)</p> <table> <tr> <td>Webster M. Laureñana</td> <td>OIC-Chief</td> </tr> <tr> <td>Nikko C. Valenzona</td> <td>Secretariat</td> </tr> <tr> <td>Rosemarie N. Andulan</td> <td>Member</td> </tr> </table> <p>Procurement Division 9 (Technical Working Group)</p> <table> <tr> <td>Jade Edwin Apin</td> <td>Member</td> </tr> </table> <p>Bidder(s):</p> <table> <tr> <td>Janette Quintinita</td> <td>G.T.K. Trading</td> </tr> <tr> <td>Albert Tanquintic</td> <td>G.T.K. Trading</td> </tr> <tr> <td>Joseph Tan</td> <td>NAPPCO (Nation Paper Products & Printing Corp.)</td> </tr> <tr> <td>Resurrecion Derramas</td> <td>Triplex Enterprises Incorporated</td> </tr> <tr> <td>Paul De Castro</td> <td>Advance Paper Corporation</td> </tr> <tr> <td>Sarah Lie Cabalu</td> <td>Starbright Office Depot Incorporated (Via Google Meet)</td> </tr> </table> <p>Other Attendees:</p> <table> <tr> <td>Sharon Y. Baile</td> <td>OIC-Chief, Procurement Division I</td> </tr> <tr> <td>Alvin L. Colambo</td> <td>IT Services Division (Support)</td> </tr> </table> | Dickson T. Pantí | Chairperson | Engr. Nicole John D. Cabueños | Vice Chairperson | Atty. Earvin Jay Alparaque | Regular Member (Via Google Meet) | James F. Gabilo | Provisional Member | Ana Zosith A. Cañares | Ad-Hoc Representative PS | Webster M. Laureñana | OIC-Chief | Nikko C. Valenzona | Secretariat | Rosemarie N. Andulan | Member | Jade Edwin Apin | Member | Janette Quintinita | G.T.K. Trading | Albert Tanquintic | G.T.K. Trading | Joseph Tan | NAPPCO (Nation Paper Products & Printing Corp.) | Resurrecion Derramas | Triplex Enterprises Incorporated | Paul De Castro | Advance Paper Corporation | Sarah Lie Cabalu | Starbright Office Depot Incorporated (Via Google Meet) | Sharon Y. Baile | OIC-Chief, Procurement Division I | Alvin L. Colambo | IT Services Division (Support) |
| Dickson T. Pantí | Chairperson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Engr. Nicole John D. Cabueños | Vice Chairperson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Atty. Earvin Jay Alparaque | Regular Member (Via Google Meet) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| James F. Gabilo | Provisional Member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ana Zosith A. Cañares | Ad-Hoc Representative PS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Webster M. Laureñana | OIC-Chief | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nikko C. Valenzona | Secretariat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rosemarie N. Andulan | Member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jade Edwin Apin | Member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Janette Quintinita | G.T.K. Trading | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Albert Tanquintic | G.T.K. Trading | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joseph Tan | NAPPCO (Nation Paper Products & Printing Corp.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resurrecion Derramas | Triplex Enterprises Incorporated | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paul De Castro | Advance Paper Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sarah Lie Cabalu | Starbright Office Depot Incorporated (Via Google Meet) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sharon Y. Baile | OIC-Chief, Procurement Division I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alvin L. Colambo | IT Services Division (Support) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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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. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project. |
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DISCUSSION

I. BID DOCUMENTS

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| INVITATION TO BID | <p>XXX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><i>xxx</i></td> <td style="text-align: center;">xxx</td> </tr> <tr> <td>Last day of Submission of Written Clarification</td> <td style="text-align: center;">19 August 2020</td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td style="text-align: center;">20 August 2020</td> </tr> <tr> <td>Deadline for Submission</td> <td style="text-align: center;">24 August 2020; 10:00 A.M.</td> </tr> <tr> <td style="text-align: center;"><i>xxx</i></td> <td style="text-align: center;">xxx</td> </tr> </table> <p>XXX</p> <p>The representatives of Advance Paper, Triplex and NAPPCO expressed their concern relative to the Procurement Timeline; and explained that the schedule is too tight to prepare their bid proposals.</p> <p>The Chairperson signified his agreement with the Bidder’s concern, and will adjust the timeline through a Bid Bulletin.</p> | <i>xxx</i> | xxx | Last day of Submission of Written Clarification | 19 August 2020 | Last day of Issuance of Bid Bulletin | 20 August 2020 | Deadline for Submission | 24 August 2020; 10:00 A.M. | <i>xxx</i> | xxx |
| <i>xxx</i> | xxx | | | | | | | | | | |
| Last day of Submission of Written Clarification | 19 August 2020 | | | | | | | | | | |
| Last day of Issuance of Bid Bulletin | 20 August 2020 | | | | | | | | | | |
| Deadline for Submission | 24 August 2020; 10:00 A.M. | | | | | | | | | | |
| <i>xxx</i> | xxx | | | | | | | | | | |
| BID DATA SHEET | NO DISCUSSION | | | | | | | | | | |
| GENERAL CONDITIONS OF THE CONTRACT | NO DISCUSSION | | | | | | | | | | |
| SPECIAL CONDITIONS OF THE CONTRACT | <p>SECTION V SCC Clause No. 1.1k Page No. 63</p> <p>XXX</p> <p>The Project Sites are:</p> <p>PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.</p> <p>XXX</p> | | | | | | | | | | |

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| | <p>The representative from Advance Paper inquired whether deliveries will be subjected to Direct Delivery to Client Agencies.</p> <p>The Chairperson responded in the affirmative.</p> <p>The representatives of Advance Paper and NAPPCO raised concern relative to deliveries to agencies along EDSA where delivery trucks are prohibited. Though the products were procured by the PS-DBM, their personnel were still subjected to fines and penalties due to the violation. In this regard, they proposed to deliver the items to the PS Warehouse and PS it to client agencies located in EDSA or PS may issue a certification/authority for suppliers to aid them in conducting deliveries.</p> <p>The representative of Advance Paper explained that even though it can be done, it will still incur a significant cost as their trucks will be only allowed to leave the delivery site at 9pm.</p> <p>The BAC took note of the Bidder’s concern.</p> |
| <p>SCHEDULE OF REQUIREMENTS</p> | <p>SECTION VI Page No. 71</p> <p>The representative of Triplex asked for clarification on the contract duration since as per Framework Agreement List, the Delivery Period is intended to last for one (1) month for each tranche, and will end in Three (3) months time while the contract’s duration is for one (1) year.</p> <p>The Chairperson explained that the tranches are indicative schedule only and deliveries will be based on actual demand. Likewise, the contract may run for one (1) year on a low demand and can be completed earlier if the demand is higher than expected.</p> <p>The representative of NAPPCO explained that in the event that quantities are not exhausted, it will incur significant losses to them as the item’s labelling requirements are intended for PS-DBM only and selling them to other would be difficult.</p> <p>Furthermore, the representative of Triplex manifested the similarities between Ordering and Framework Agreement and expressed his concern when the quantities are not exhausted as this is subject for cancellation.</p> <p>The representative of NAPPCO raised his concern relative to the low quantity to be procured; and explained that based from his projection, the quantity will last only three (3) months at most due to the item’s high demand.</p> <p>The Chairperson clarified that the quantity for this procurement will serve as replenishment and is based from the 2019 APP-CSE. Before</p> |

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| | <p>PS depletes the procured quantity, the BAC will undertake a new procurement process that will involve a larger quantity intended to last for One (1) year.</p> |
| <p>SUBMISSION OF SAMPLES/DEMO UNITS</p> | <p>The representative of Advance Paper explained that they have to pay twice of the amount to expedite the testing process. However, the late submission of samples by PS to the FPRDI results to delays that renders the "rush" testing as futile. Instead, they requested to be informed on when PS will be endorsing the samples to FPRDI in order for them to pay the testing fee upon FPRDI's receipt of Samples.</p> <p>The TWG observed a discrepancy on the required quantity of sample to be submitted. In the Technical Specifications, the requirement is five (5) reams while as stated in the Submission of Sample only requires three (3) reams.</p> <p>The BAC took note of the observation and will be clarify the matter through a Bid Bulletin.</p> |
| <p>TECHNICAL SPECIFICATIONS</p> | <p>SECTION VII Page No. 74-79</p> <p>The TWG presented the Technical Specifications Form and explained the proper procedure in accomplishing the said form and gave emphasis not to forget the item's Brand Name.</p> <p>A prospective bidder inquired for the detailed specifications for the "One (1) piece of packaging box" under Evidence and Verification of the Technical Specifications Form as PS Warehouse has raised complaints regarding the item's packaging specifically the Packaging Box.</p> <p>The BAC took note of the bidder's concern.</p> <p>The representative of Advance Paper inquired for the dimensions for the packaging label.</p> <p>The BAC took note of the bidder's inquiry.</p> <p>The representative of Triplex suggested considering the old packaging label for the 1st Tranche and implementing the new packaging label for the succeeding tranches.</p> |
| <p>TERMS OF REFERENCE</p> | <p>NO DISCUSSION</p> |
| <p>BIDDING FORMS</p> | <p>Annex No. I Page No. 104</p> |

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| | <p>The TWG Presented the prescribed form for the Performance Securing Declaration and explained that the form will submitted be in lieu of Performance Security/Bond.</p> |
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II. OTHER DISCUSSIONS

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| OTHER MATTERS | <p>The representative of Starbright requested for a copy of the Powerpoint Presentation used for the Pre-bid Conference.</p> <p>The Chairperson explained that the BAC cannot provide the said file as it is intended for internal use only.</p> |
| ADJOURNMENT | <p>Having no other matters for discussion, the meeting was adjourned at 11:45 AM</p> |
| CERTIFICATION | <p>We certify that the foregoing is true account of Prebid Conference conducted on Monday, August 17, 2020.</p> |
| PREPARED BY | <p>Procurement Division 5:</p> <p style="text-align: center;"> (SGD.) NIKKO C. VALENZONA Secretariat </p> |
| CERTIFIED CORRECT | <p style="text-align: center;"> (SGD.) ANA ZOSITH A. CAÑARES Ad-Hoc Representative, Bids and Awards Committee 1 </p> <p style="text-align: center;"> (SGD.) JAMES F. GABILO Provisional Member, Bids and Awards Committee 1 </p> <p style="text-align: center;"> (SGD.) ATTY. EARVIN JAY ALPARAQUE Regular Member, Bids and Awards Committee 1 </p> |

(SGD.)
ENGR. NICOLE JOHN D. CABUEÑOS
Vice Chairperson, Bids and Awards Committee 1

(SGD.)
DICKSON T. PANTI
Chairperson, Bids and Awards Committee 1