



# MINUTES OF MEETING

<b>Wednesday, November 18, 2020</b>	<b>01:40 PM</b>	<b>MR 1/Video Conference</b>
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE I</b>	
<b>TYPE OF MEETING</b>	<b>PRE-BID CONFERENCE</b>	
<b>PROJECT</b>	<b>Supply and Delivery of Cleaner, Toilet Bowl and Urinal, for the Procurement Service (PS)</b>	
<b>REFERENCE NO.</b>	<b>PB No. 20-042-1</b>	
<b>ATTENDEES</b>	<b>BIDS AND AWARDS COMMITTEE I</b>	
	Dickson T. Pantí	Chairperson
	Engr. Nicole John D. Cabueños	Vice-Chairperson
	Atty. Earvin Jay I. Alparaque	Regular Member
	Rodelio Mendez, Jr.	Provisional Member
	Ana Zosith Cañares	Ad Hoc Member
	<b>TECHNICAL WORKING GROUP</b>	
	Joseph C, De Sales	TWG
	<b>SECRETARIAT</b>	
	Engr. Chanel Fiji C. Melo, LL.B.	Secretariat in-charge
	Frances Sofia De Leon	Member
	<b>BIDDER/S</b>	
	Leny De Ocera (thru googlemeet)	LMS Industries
	<b>OBSERVER/S</b>	
	Ken Alono	ITSD
<b>CALL OF ORDER</b>	<ul style="list-style-type: none"> <li>• The scheduled <b>Pre-Bid Conference started</b> at <b>01:35 PM</b> with the Chairperson presiding.</li> <li>• The Chairperson through the Secretariat acknowledged the presence of all the attendees.</li> <li>• Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence</li> </ul>	

	<p>of the observers, the Chairperson stated that there is compliance with the requirement under the rule. Thereafter, having established the required quorum the Chairperson proceeded with the scheduled pre-bid conference and instructed the Secretariat to proceed with the pre-bid presentation.</p>
<p><b>HIGHLIGHTS OF ACTIVITY</b></p>	<ul style="list-style-type: none"> <li>● The Secretariat proceeded with the discussion of the following requirements: <ul style="list-style-type: none"> <li>➤ The Chairperson instructed the Secretariat not to go with the whole presentation but discuss only the highlights since the prospective bidder is already familiar with government procurement.</li> </ul> </li> </ul> <p><b>TECHNICAL COMPONENT</b></p> <ul style="list-style-type: none"> <li>➤ The Secretariat started the presentation with the Bidder's Eligibility which comprises legal eligibility, technical eligibility and financial eligibility.</li> <li>➤ For Legal Documents <ol style="list-style-type: none"> <li>1. PhilGEPS Certificate</li> </ol> </li> </ul>
	<p>The Secretariat reminded the prospective bidders that they must submit a valid certificate with Platinum Membership.</p> <ol style="list-style-type: none"> <li>2. Registration Certificate from SEC, DTI (for Sole Proprietorship), or CDA (for cooperatives)</li> <li>3. Mayor's or Business Permit</li> <li>4. Tax Clearance.</li> </ol> <ul style="list-style-type: none"> <li>➤ For Technical Documents <ol style="list-style-type: none"> <li>1. Statement of Ongoing and Completed Contracts</li> </ol> </li> </ul> <p>The Secretariat emphasized that the form of the above requirement can be found in the Annex or page 51 of the posted bidding documents. The signature/name of bidder's authorized representative must be indicated and the same</p>

must be dated.

2. Statement of Single Largest Completed Contract Similar to the Contract to be Bid

The Secretariat emphasized that the form of the above requirement can be found in the Annex or page 50 of the posted bidding documents. The signature/name of bidder's authorized representative must be indicated and the same must be dated. And that the contract required is defined in BDS 5.4 of the bidding documents.

3. Bid Security Statement of All On-going and Awarded but not yet started Contracts

The Secretariat stated that the prospective bidder's has three option in the complying the said requirement. First in the payment of the cash, manager's/cashiers' check, etc. equivalent to 2% of the ABC , or the submission of surety bond callable upon demand equivalent to 5% of the ABC, or the submission of the Bid Securing Declaration (BSD) found in the bidding documents. BDS must be signed by the bidder's authorized representative and the same must be notarized.

4. Statement of Compliance with the Technical Specifications

The Secretariat explained that details of the requirement can be found in Sec. VII of the bidding documents. The form must be signed by the bidder's authorized representative and the same must be dated.

5. Statement of Compliance with the Delivery Schedule

The Secretariat explained that details of the requirement can be found in Sec. VI of the bidding documents. The form must be signed by the bidder's authorized representative and the same must be dated.

6. Omnibus Sworn Statement

The Secretariat emphasized declaration no.2 requiring the

prospective bidders to submit the authority of the signatory of the bidder's authorized representative. The form must be signed by the authorized representative and the same must be notarized.

➤ Financial Document

1. Audited Financial Statement

The Secretariat stated that it must be stamped received by the BIR.

2. Net Financial Contracting Capacity (NFCC) or the Committed Line Credit.

The Secretariat stated that prospective bidders may opt to submit either of the following requirements.

- A representative from LMS Industries clarified if the Financial Statement is required to be submitted during the submission of bid proposal? The Chairperson replied in the affirmative, however, if the bidder is platinum member of the PhilGEPS then the PhilGEPS Certificate is enough compliance for the said requirement.

3. Other Documentary Requirements, if applicable.

**FINANCIAL COMPONENT**

1. Financial Bid Form

The Secretariat stated that the form can be found in pages 43-44 of the bidding documents. The form must be signed by the bidder's authorized representative and the same must be dated. It must also specific to the project.

2. Price Schedules

The Secretariat stated that the form can also be found in the bidding documents after the Financial Bid Form. The form must be signed by the bidder's authorized representative and the same must be dated.

➤ Rule on Notarial Practice

Representative of LMS Industries clarified whether a copy of the ID presented during the Notarization should also be submitted? The Chairperson stated that it is not necessary as long as the said ID is indicated in the jurat portion of the document.

SEALING AND MARKING OF BIDS

The Secretariat discussed the recommended way of sealing and marking of bid proposals for easy identification.

➤ The Secretariat also enumerated the documents required to be submitted during post qualification period as well as during the issuance of the Notice of Award. Also discussed were the common grounds for disqualification.

➤ Representative for LMS Industries inquired whether it is allowed to submit a manually filed BIR returns since during the period of payment the EFPS is down or not accessible? The Chairperson stated that as long as they have a certification form the BIR that EFPS is down or not accessible during the said period the same will be allowed.

● Having no other clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the following:

1. The Technical Specifications under Section VII of the bidding documents.

TWG stated that the Specification of the Cleaner are the same with previous old requirements emphasizing that it must not be chlorine based and the marking and labelling for the item which has been strictly implemented based on the Consumer Act of the Philippines.

➤ Representative of LMS Industries clarified whether FDA certificate is required? The TWG

	<p>responded in the affirmative.</p> <p>2. The Schedule of Requirements under Section VI of the bidding documents.</p> <p>TWG discussed that the project consist a delivery period of 3 tranches within 7 calendar days upon receipt of call-off since the said project is under a one year framework agreement. And that bidders are required to submit 3 bottles of samples.</p> <p>➤ Representative of LMS Industries clarified whether bidders are required that they should maintain an equivalent of two months revolving stocks? And what assurance that the said stock will be utilized? The Chairperson explained that the quantity for the project is forecasted only until the month of December. And since it is under a one year framework agreement, even if the month of December lapsed Procurement Service may still require the supplier to deliver the item until the all the requirements are exhausted until the termination of the contract, hence, suppliers are advised to maintain the said revolving stocks.</p>
<b>ADJOURNMENT</b>	<ul style="list-style-type: none"> <li>• Having no other matters for discussion, the meeting was adjourned at <b>03:06 PM.</b></li> </ul>
<b>CERTIFICATION</b>	<ul style="list-style-type: none"> <li>• We certify that the foregoing is true account of <b>PRE-BID CONFERENCE</b> conducted on Wednesday, November 18, 2020.</li> </ul>
<b>PREPARED BY</b>	<p style="text-align: center;"><b>(SGD)</b> <b>ENGR. CHAMEL FIJI C. MELO, LL.B.</b> Secretariat</p>

CERTIFIED CORRECT

**(SGD)**  
**MS. ANA ZOSITH CAÑARES**  
Ad Hoc Member

**(SGD)**  
**MR. RODELIO MENDEZ, JR.**  
Provisional Member

-not present-  
**ATTY. EARVIN JAY I. ALPARAQUE**  
Regular Member

-not present-  
**ENGR. NICOLE JOHN D. CABUEÑOS**  
Vice-Chairperson

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