



MINUTES OF MEETING

Thursday, 18 July 2019	10:00 AM	Conference Room B
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MEETING CALLED BY	Bids and Awards Committee VIII
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Various Operational Support Items for the Office of the Civil Defense (OCD)
REFERENCE NO	PB No. 19-057-8
ATTENDEES	<p>Bids and Awards Committee VIII Engr. Jaime M. Navarrete, Jr. Chairperson Mr. Joseph P. Balagtas Vice Chairperson Engr. Mark John O. Nofies Provisional Member Mr. Christopher B. Gacutan Ad Hoc Representative, OCD</p> <p>Procurement Division VIII Mr. Paul Armand A. Estrada Member Ms. Jamilye Rae T. Baluyot Member Ms. Frances Sofia SJ. De Leon Member</p> <p>End User's Representatives Mr. Sonny Patron Office of the Civil Defense Ms. Leilani A. Legaspi Office of the Civil Defense Ms. Karen Kaye Caballero Office of the Civil Defense Mr. Louie Caños Office of the Civil Defense Mr. Charlie Rances, Jr. Office of the Civil Defense</p> <p>Bidder(s) Ms. Cecilia Aduana A & C Global Ms. Sarah Cortez Gibrosen Ms. Edna Oliveros OPEMS Mr. Carlo Cruz OPEMS Ms. Enony P. Gutierrez Design Excellence Mr. Sonny Belonio Advance Solution Ms. Thess Temeña Advance Solution Mr. Lee Alcongel Unimaster Conglomeration, Inc. Mr. Normando Martin Freshmango, Inc. Ms. Glynna Yap Int'l Diamond ETH Mr. Randy Pagtakhan Footsafe Phils. Ms. Pearl Santos Footsafe Phils.</p>
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:30 AM presided by the Chairperson.



COMPLIANCE TO R.A. 9184	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.
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DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	No further clarification.
INSTRUCTION TO BIDDERS	No further clarification.
BID DATA SHEET	<p>Clause 29.2 Page 43</p> <p style="text-align: center;">xxx For purposes of Post-qualification the following document(s) shall be submitted within FIVE (5) CALENDAR DAYS from receipt of Notice of Lowest Calculated Bid: xxx</p> <ul style="list-style-type: none"> • The representative from Footsafe Phil. requested to extend the submission of the required sample to give ample time for its preparation. ➤ The Committee clarified that the required period is mandatory based on the rules of RA 9184. Hence, the Committee will retain the original requirement as specified.
	<p>Clause 29.2 Page 43 Item 4</p> <p style="text-align: center;">xxx Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months. xxx</p> <ul style="list-style-type: none"> • The Representative from Footsafe Phil. requested to be clarified on the covering period of the submission of value added tax returns. ➤ The Chairperson clarified that the period will be reckoned from the Opening of Bids. For example, if the opening of proposal is scheduled on August, the required VAT Returns will be from June backward. The Chairperson emphasized that the submission of both forms 2550M and 2550Q are strictly

	<p>required.</p> <ul style="list-style-type: none"> ➤ The Committee took note of the requests and clarifications for discussion. Any amendment will be reflected in the issuance of Supplemental Bid Bulletin. ➤ No further clarifications were raised for the requirement. ➤ Other provision of the clause was discussed and no further clarification.
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	<p>GCC Clause 1.1 (k) Page 62</p> <p>xxx The Project Site is:</p> <p>OFFICE OF THE CIVIL DEFENSE Camp Aguinaldo, Quezon City Quezon City, Philippines</p> <p>xxx</p> <ul style="list-style-type: none"> ➤ The Secretariat emphasized that the project site is only at the Office of the Civil Defense. Distribution of the items is not applicable in the project. ➤ No further clarification.
SCHEDULE OF REQUIREMENTS	No further clarification.
TECHNICAL SPECIFICATIONS	No further clarification.
BID FORMS	<ul style="list-style-type: none"> • The Representative from OPEMS requested to be clarified if they may issue a single Omnibus Statement covering all the lots for the project. ➤ The Committee replied in the positive. The Chairperson reiterated that they may also do so with the technical and financial components to promote efficiency. ➤ Other Forms were presented and no further clarifications.
III. OTHER MATTERS	
OTHER MATTERS	The Secretariat reminded that any clarification shall be put into writing on or before July 22, 2019 for deliberation and discussion of the Bids and Awards Committee.

CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on July 18, 2019.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 1:45 PM.
PREPARED BY	<p>PROCUREMENT DIVISION VIII</p> <p style="text-align: center;"><u>SGD.</u> MS. JAMILLE RAE T. BALUYOT Member</p> <p style="text-align: center;"><u>SGD.</u> MS. FRANCES SOFIA SJ. DE LEON Member</p> <p style="text-align: center;"><u>SGD.</u> MR. PAUL ARMAND A. ESTRADA Member</p>
CERTIFIED CORRECT	<p>BIDS AND AWARDS COMMITTEE VIII</p> <p style="text-align: center;"><u>SGD.</u> ENGR. JAIME M. NAVARRETE, JR Chairperson</p> <p style="text-align: center;"><u>SGD.</u> MR. JOSEPH P. BALAGTAS Vice Chairperson</p> <p style="text-align: center;"><u>SGD.</u> ENGR. MARK JOHN O. NOFIES Provisional Member</p> <p style="text-align: center;"><u>SGD.</u> MR. CHRISTOPHER B. GACUTAN Ad Hoc Representative, OCD</p>