



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



## MINUTES OF MEETING

Wednesday, March 20, 2019	10:00 AM	EXECUTIVE LOUNGE
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE X</b>							
TYPE OF MEETING	<b>PRE-BID CONFERENCE</b>							
PROJECT	<b>SUPPLY AND DELIVERY OF PAPER TRIMMER / CUTTING MACHINE FOR THE PROCUREMENT SERVICE (PS)</b>							
REFERENCE NO.	<b>PB 19-098-10</b>							
ATTENDEES	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"><b>BIDS AND AWARDS COMMITTEE X</b> Engr. Pablo Roman C. Andres Webster M. Laureñana Maricel R. Vergel de Dios Rodevie L. Cruz</td> <td style="width: 40%; border: none; vertical-align: top;"> Chairperson Vice –Chairperson Provisional Member / PMO-in-Charge Ad Hoc Representative, PS </td> </tr> <tr> <td style="border: none;"><b>PROCUREMENT DIVISION X</b> Jennifer M. Ancheta Engr. Chamel Fiji C. Melo Barby Ann M. Villamor</td> <td style="border: none; vertical-align: top;"> Member Alternate, TWG-in-Charge Secretariat </td> </tr> <tr> <td style="border: none;"><b>BIDDER/S</b> Abegail Quito</td> <td style="border: none; vertical-align: top;"> Gakken Phils. Inc. </td> </tr> </table>		<b>BIDS AND AWARDS COMMITTEE X</b> Engr. Pablo Roman C. Andres Webster M. Laureñana Maricel R. Vergel de Dios Rodevie L. Cruz	Chairperson Vice –Chairperson Provisional Member / PMO-in-Charge Ad Hoc Representative, PS	<b>PROCUREMENT DIVISION X</b> Jennifer M. Ancheta Engr. Chamel Fiji C. Melo Barby Ann M. Villamor	Member Alternate, TWG-in-Charge Secretariat	<b>BIDDER/S</b> Abegail Quito	Gakken Phils. Inc.
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<b>BIDDER/S</b> Abegail Quito	Gakken Phils. Inc.							
CALL OF ORDER	<ul style="list-style-type: none"> <li>The scheduled <b>Pre-Bid Conference started at 10:05 AM</b> with the Chairperson presiding.</li> <li>The Chairperson acknowledged the presence of the attendees.</li> <li>Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference.</li> <li>Having established the required quorum, the Secretariat proceeded with abovementioned activity.</li> </ul>							

- The Chairperson asked the prospective bidder if they are already familiar with the requirements of government procurement so as to shorten the presentation and proceed with the discussion of the essential parts of the bidding documents. The prospective bidders agreed with it and instructed the Secretariat to start the discussion with the list/contents of bid proposal to be submitted by the prospective bidder.
- As instructed by the Chairperson the Secretariat proceeded with the discussion of the following:
  - **Contents of First Envelope:**
    - Authority of Signatory
    - PhilGEPS Certificate
    - Statement of Single Largest Completed Contract
    - Statement of all on-going contracts and awarded but not yet started contracts
    - NFCC or Credit Line
    - JVA if applicable
    - Bid Security
    - Statement of Compliance with the Delivery Schedule
    - Statement of Compliance with the Technical Specifications
    - Bidder's Omnibus Sworn Statement
  - **PhilGEPS Certificate**  
**BDS Clause 12.1 (a)(i)**

The Chairperson clarified to the prospective bidder that in case the Annex A of PhilGEPS Certificate is not updated they may still opt to submit a certified true copies of the updated documents. But the bidder shall submit valid PhilGEPS Registration Certificate with its updated Annex A as part of Post-qualification documents.
  - **Statement of Single Largest Completed Contract**  
**BDS Clause 5.4**

The Secretariat stated that as defined in the above stated clause the similar contract shall be at least fifty percent (50%) of the ABC. The prospective bidders may refer to Annex "I" of the bidding documents for the definition of similar contract.

The Secretariat presented that the item for bid falls under the category of "OFFICE EQUIPMENT".

The Chairperson also clarified to the prospective bidder that the definition of similar contract is not limited in the list provided, they may submit a contract which is not included in the list as long as it falls under the category of office equipment.

The Secretariat presented to the prospective bidder the prescribed form for the SLCC. Attached as Annex "C" in Section VIII. Bidding Forms.

➤ **Statement of All On-Going but not yet Started Contracts  
BDS Clause 12.1 (a) (ii)**

The Secretariat stated that the bidder must submit statement of all ongoing contracts and awarded but not yet started contracts which may or may not be similar to the project as of the day before the deadline of submission of bids. Attached as Annex "C-1" in Section VIII. Bidding Forms

➤ **NFCC or Credit Line**

The Secretariat stated that the bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid. If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid.

➤ **Bid Security**

The Secretariat stated the corresponding forms and amounts for the Bid Security requirements.

The Secretariat stated that if the bidder opts to submit a Bid Securing Declaration they must use the prescribe form as indicated in the bidding document. Attached as Annex "H" in Section VIII. Bidding Forms

➤ **Statement of Compliance with the Delivery Schedule**

Section VI. Schedule of Requirements

The Secretariat stated the delivery schedule and no clarifications from the prospective bidders.

Discussed to the prospective bidders the requirements for the submission of sample/demo units.

➤ **Bidder's Omnibus Sworn Statement**

The Secretariat presented to the prospective bidder the prescribe form for the above stated requirement. Attached as Annex "B" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the contents of Second Envelope:

➤ **Contents of Second Envelope:**

- Bid Form attached as Annex "A" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the Post Qualification requirements:

➤ **Post Qualification Requirements**

The Secretariat presented to the prospective bidder the requirements for the Post Qualification as stated in the BDS Clause 29.2.

	<ul style="list-style-type: none"> <li>Having no clarifications from the prospective bidder the Alternate, TWG-in-Charge proceeded with the discussion of the following: <ul style="list-style-type: none"> <li>➤ <b>Statement of Compliance with the Technical Specifications</b> The Alternate, TWG-in-Charge presented to the prospective bidder the product Technical Specifications. The Alternate, TWG-in-Charge reiterated the requirement for the submission of sample/demo units.  The Alternate, TWG-in-Charge discussed to the prospective bidder the requirement for the “Marking/Labeling”, he reiterated that they must conform with the Consumer Act of the Phil. (RA 7394) specifically to Article 77. Presented to the prospective bidder the Article 77 of the said Republic Act.</li> <li>➤ <b>Timeline:</b> <table border="1" data-bbox="565 730 1528 961"> <tr> <td>Last day of Submission of Written Clarification</td> <td><b>March 25, 2019</b></td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td><b>March 27, 2019</b></td> </tr> <tr> <td>Deadline for Submission</td> <td><b>Wednesday, April 03, 2019; 10:00AM</b></td> </tr> <tr> <td>Opening of Bids</td> <td><b>Immediately after the Deadline of Submission of Bids</b></td> </tr> </table> </li> </ul> </li> </ul>	Last day of Submission of Written Clarification	<b>March 25, 2019</b>	Last day of Issuance of Bid Bulletin	<b>March 27, 2019</b>	Deadline for Submission	<b>Wednesday, April 03, 2019; 10:00AM</b>	Opening of Bids	<b>Immediately after the Deadline of Submission of Bids</b>
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ADJOURNMENT	<ul style="list-style-type: none"> <li>Having no other matters for discussion, the meeting was adjourned at <b>10:35 AM</b>.</li> </ul>								
CERTIFICATION	<ul style="list-style-type: none"> <li>We certify that the foregoing is true account of <b>PRE-BID CONFERENCE</b> conducted on Wednesday, March 20, 2019.</li> </ul>								
PREPARED BY	<b>(SGD) BARBY ANN M. VILLAMOR</b> Secretariat								
CERTIFIED CORRECT	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>(SGD) RODEVIE L. CRUZ</b>  Ad Hoc Representative, PS </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>(SGD) MARICEL R. VERGEL DE DIOS</b>  Provisional Member / PMO-in-Charge </td> </tr> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>(SGD) WEBSTER M. LAUREÑANA</b>  Vice-Chairperson </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>(SGD) ENGR. PABLO ROMAN C. ANDRES</b>  Chairperson </td> </tr> </table>	<b>(SGD) RODEVIE L. CRUZ</b> Ad Hoc Representative, PS	<b>(SGD) MARICEL R. VERGEL DE DIOS</b> Provisional Member / PMO-in-Charge	<b>(SGD) WEBSTER M. LAUREÑANA</b> Vice-Chairperson	<b>(SGD) ENGR. PABLO ROMAN C. ANDRES</b> Chairperson				
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