



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



## MINUTES OF MEETING

Thursday, May 30, 2019	Time: 1:30 PM	Venue: Conference B
------------------------	---------------	---------------------

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE VII</b>																				
<b>TYPE OF MEETING</b>	<b>PRE-BID CONFERENCE</b>																				
<b>PROJECT</b>	<b>Supply and Delivery of Detergent Powder</b>																				
<b>REFERENCE NO.</b>	<b>PUBLIC BIDDING NO. 19-174-7</b>																				
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee VII</b></p> <table style="width: 100%;"> <tr> <td>Mr. Vic Anthony A. Tubon</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Ms. Kaila M. Jaronay</td> <td>Provisional Member, PMO In-Charge</td> </tr> <tr> <td>Ms. Consolacion S. Cinco</td> <td>AdHOC Member</td> </tr> </table> <p><b>Procurement Division VII</b></p> <table style="width: 100%;"> <tr> <td>Ma. Jennifer R. Jimenez</td> <td>TWG</td> </tr> <tr> <td>Ms. Rowena R. Inocentes</td> <td>Secretariat</td> </tr> </table> <p><b>Bidders:</b></p> <table style="width: 100%;"> <tr> <td>Ms. Len Ocera</td> <td>LMS Industries</td> </tr> <tr> <td>Ms. Ronald Yauder</td> <td>Prime Essentials Mfg. &amp; Trading Co.</td> </tr> <tr> <td>Ms. Ruby Ann Mallari</td> <td>Prime Essentials Mfg. &amp; Trading Co.</td> </tr> <tr> <td>Ms. Robee Villanueva</td> <td>Rajja Business Center</td> </tr> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>CPSTI</td> </tr> </table>	Mr. Vic Anthony A. Tubon	Vice-Chairperson	Ms. Kaila M. Jaronay	Provisional Member, PMO In-Charge	Ms. Consolacion S. Cinco	AdHOC Member	Ma. Jennifer R. Jimenez	TWG	Ms. Rowena R. Inocentes	Secretariat	Ms. Len Ocera	LMS Industries	Ms. Ronald Yauder	Prime Essentials Mfg. & Trading Co.	Ms. Ruby Ann Mallari	Prime Essentials Mfg. & Trading Co.	Ms. Robee Villanueva	Rajja Business Center	Ms. Maeah Airocel Isidro	CPSTI
Mr. Vic Anthony A. Tubon	Vice-Chairperson																				
Ms. Kaila M. Jaronay	Provisional Member, PMO In-Charge																				
Ms. Consolacion S. Cinco	AdHOC Member																				
Ma. Jennifer R. Jimenez	TWG																				
Ms. Rowena R. Inocentes	Secretariat																				
Ms. Len Ocera	LMS Industries																				
Ms. Ronald Yauder	Prime Essentials Mfg. & Trading Co.																				
Ms. Ruby Ann Mallari	Prime Essentials Mfg. & Trading Co.																				
Ms. Robee Villanueva	Rajja Business Center																				
Ms. Maeah Airocel Isidro	CPSTI																				
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>1:30 PM</b> with the Vice Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees and established the required quorum to conduct the activity.</li> </ol>																				

	<p>3. The Secretariat likewise stated the BAC's compliance with the Invitation of Observers.</p> <p>4. Subsequently, the Secretariat presented the general requirements for government procurement for the project.</p>
--	---

**DISCUSSIONS**

**I. BID DOCUMENTS**

<b>INVITATION TO BID</b>	<ul style="list-style-type: none"> <li>- The schedule of bidding activities was presented 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 3, 2019.</li> </ul>
<b>BID DATA SHEET</b>	<p>Clause 5.4 Page 39</p> <p>xxx 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 twenty five percent (25%) of the ABC for each lot. <i>Please refer to Annex "I" of Section VIII. Bidding Forms for the definitions of similar contract. Similar contracts for this project include those in Annex "I" but may include other contracts similar to those classified as cleaning supplies.</i></p> <p>xxx</p> <ul style="list-style-type: none"> <li>➤ <i>The Committee clarified that definition of similar contract i.e., cleaning supplies is not limited to those items listed in Annex "I" (p.100) of bidding documents.</i></li> </ul>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	No further clarification.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	<p>Clause 1.1(k) Page 63</p> <p>xxx 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> <ul style="list-style-type: none"> <li>• Prime Essentials inquired about the delivery sites</li> </ul> <p>➤ <i>The Committee referred the above clause for different delivery sites</i></p>
<b>SCHEDULE OF REQUIREMENT</b>	<p>xxx Delivery Lead Time: Within FIFTEEN (15) CALENDAR DAYS from receipt of Delivery Order</p> <p>xxx</p> <ul style="list-style-type: none"> <li>• LMS manifested the delivery lead time, if can be modified to thirty (30)</li> </ul>

	<p>calendar days</p> <p>➤ <i>The Committee took note the above manifestation for further discussion and any amendment will be reflected in the Bid Bulletin</i></p>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p>xxx  Conforms to the attached Technical Specifications  PS STANDARD NO. JS 012:2016  UNSPSC Code No. 47131811-DE-PO1  Dated July 16, 2018  xxx</p> <p>➤ <i>The Vice-Chairperson instructed the PMO-In-Charge to issue a bid bulletin to attach the technical specifications as this was unintentionally excluded in the bidding documents.</i></p> <p>xxx  Testing for the composition of the product can be provided by SGS Philippines  xxx</p> <ul style="list-style-type: none"> <li>• LMS manifested the above requirement specified SGS Philippines as the testing center</li> </ul> <p>➤ <i>The Committee clarified that conducting the above parameter as the phrase "can be provided" does not limit to SGS Philippines only. Also emphasized that if government laboratory testing center does not have the capability or no available machine to conduct the test, government accredited private laboratory testing center will be accepted.</i></p> <p>xxx  Documentation from the manufacturer stating that it does not contain EDTA nor APEO by submitting data sheets such as technical data sheet, third party lab test reports, etc.  xxx</p> <ul style="list-style-type: none"> <li>• Prime Essential manifested that their technical data sheet indicated only the active ingredients without stating the absence of EDTA nor APEO.</li> </ul> <p>➤ <i>The Committee clarified that documentation may be in the form of certification from the manufacturer stating that it does not contain EDTA nor APEO or third party lab test reports, etc.</i></p> <ul style="list-style-type: none"> <li>• LMS manifested the validity of test report/analysis, considering the frequency of testing to be conducted during the bidding period constitutes additional cost to the bidder/s.</li> </ul> <p>➤ <i>The Vice-Chairperson took note the above manifestation and will be raised to Technical Specifications Review Committee (TSRC) for further discussion.</i></p>

BIDDING FORMS	<ul style="list-style-type: none"> <li>- Financial Bid Form must include the schedule of prices, page 78 or 79, whichever is applicable.</li> </ul>
<b>II. OTHER MATTERS</b>	
OTHER MATTERS	<p>The following points were also emphasized;</p> <ul style="list-style-type: none"> <li>- Bid Security: <i>Bid Security in the form of Bank Guarantee should include all the conditions provided for under ITB Clause 18.5 (p.25-26).</i></li> <li>- Marking and Packaging Suggestions: <i>In case of Joint Venture, bidder/s should mark their bids as JV to avoid confusion</i></li> <li>- No. 10<sup>th</sup> statement under the Omnibus Sworn Statement: <i>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 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.</i></li> </ul>
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on May 30, 2019.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:45 PM.
PREPARED BY	<p style="text-align: center;">SGD  <b>MS. ROWENA R. INOCENTES</b>          Secretariat</p>
CERTIFIED CORRECT	<p style="text-align: center;">SGD  <b>MS. KAILA M. JARONAY</b>          Provisional Member</p> <p style="text-align: center;">SGD  <b>MS. CONSOLACION S. CINCO</b>          Ad Hoc Member to the BAC</p> <p style="text-align: center;">SGD  <b>MR. VIC ANTHONY A. TUBON</b>          Vice-Chairperson</p>