



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



MINUTES OF MEETING

Wednesday, July 3, 2019 10:00 AM EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	<i>Supply and Delivery of Ruler, Plastic for the Procurement Service (PS)</i>	
REFERENCE NO.	PB 19-196-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Mr. Webster M. Laureñana Ms. Barby Ann M. Villamor Ms. Rodevie L. Cruz	Chairperson Vice-Chairperson Provisional Member/PMO-in-Charge Ad Hoc Representative
	PROCUREMENT DIVISION X Ms. Maricel R. Vergel de Dios Ms. Rina Maureen M. Maurera Ms. Jennifer M. Ancheta Engr. Chamel Fiji C. Melo Mr. Jack G. Mercado Mr. Jayson C. Erquiza	Secretariat TWG-in-Charge Member Member Member Member
	BIDDERS Ms. Maeah Airocel Isidro Mr. Paolo Yalong Mr. Von Yalong Mr. Celso Manuel Ms. Rejean Barredo	Center Point Sales & Trading Inc. West Heaven Trading Corporation West Heaven Trading Corporation Contact Point DVK Philippines Enterprise



CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 11:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Notices to the Observers have been sent within the prescribed period, but none attended the activity. 4. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.
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DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none"> • The Chairperson stated that since the Bidders is familiar with the government procurement, she instructed the BAC Secretariat to proceed with the discussion of Bid Data Sheet. The bidders acknowledged it. • The BAC Secretariat presented the contents of the First Envelope as follows: <ol style="list-style-type: none"> 1. Authority of Signatory 2. PhilGEPS Certificate; 3. Statement of Single Largest Completed Contracts; 4. Statement of All On-Going but not yet Started Contracts; 5. NFCC or Credit Line; 6. JVA if applicable; 7. Bid Security; 8. Statement of Compliance with the Delivery Schedule; 9. Statement of Compliance with the Technical Specifications; 10. Bidder's Omnibus Statement. • The BAC Secretariat presented the content of the Second Envelope as follows: <ol style="list-style-type: none"> 1. Financial Bid Form (Annex A of the bidding document) • The BAC Secretariat discussed the proper marking and labeling for the project.
INVITATION TO BID	"NO DISCUSSION"
INSTRUCTION TO BIDDERS	"NO DISCUSSION"

SECTION III
ITB Clause 5.4
Page 38

- **The BAC Secretariat stated that the Similar Contract of the project refers to Office Supplies.**

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 Lot No. 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.

- ***A prospective bidder clarified if aggregated item in single Purchase Order is acceptable?***
 - *The Chairperson answered if they used single Purchase Order under office supplies it is acceptable, it does not limit on the list of office supplies provided by Procurement Service.*

BID DATA SHEET

SECTION III
ITB Clause 12.1 (a)(i)
Page 39

- **The BAC Secretariat stated the updated requirements for PhilGEPS Platinum Certificate.**

The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the Certificate certified true copies of the updated documents.

Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership): Otherwise, the bidder should submit ALL ELIGIBILITY DOCUMENTS together with the valid PhilGEPS Certificate of Registration and Membership, to wit:

- a. Business registration;
- b. 2019 Mayor's Permit
- c. 2018 Audited Financial Statement;
- d. Valid and Current Tax Clearance;
- e. PCAB License, if applicable

In case the bidder submits eligibility documents in accordance with the last two preceding paragraphs, the bidder shall submit a valid PhilGEPS Registration Certificate with its updated Annex A as part of Post-qualification documents.

- **The Chairperson asked the prospective bidders if their Philgeps and Annexes are all valid and updated ?**
 - *The prospective bidders acknowledged it.*

SECTION III

ITB Clause 18.1

Page 40

- **The BAC Secretariat stated the corresponding amount for each bid security form.**

Lot No.	Item/Description	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/Irrevocable Letter of Credit (2%)	Surety Bond (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)
1	RULER, plastic 450mm (18") Individually wrapped in plastic, 50 pieces/box	₱31,291.48	₱78,228.70	Please see Section VIII attached as Annex "H"

SECTION III

ITB Clause 29.2

Page 42

- **The BAC Secretariat stated the Post Qualification requirements as follows:**
 1. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.
 2. Submission of pieces of evidence as proof of compliance with the bidder's actual offer, if applicable.

	<ol style="list-style-type: none"> 3. Latest Income Tax Returns for year 2018 (BIR Form 1701 or 1702). 4. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months. 5. Valid PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids. 																					
GENERAL CONDITIONS OF CONTRACT	"NO DISCUSSION"																					
SPECIAL CONDITIONS OF CONTRACT	<p>SECTION V SCC Clause 17.3 Page 67</p> <ul style="list-style-type: none"> • The BAC Secretariat stated that the Warranty Retention is three months (3) after acceptance by the Procuring Entity of delivered goods. 																					
SPECIAL CONDITIONS OF CONTRACT	<ul style="list-style-type: none"> ▪ <i>The prospective bidder asked the Committee on damages/defects to be included in the warranty?</i> <ul style="list-style-type: none"> ▪ <i>The Chairperson answered that warranty retention is intended for the delivery of expendable goods which is 1 %.</i> 																					
SCHEDULE OF REQUIREMENTS	<p>SECTION VI Page 68-69</p> <table border="1" data-bbox="455 1288 1422 1823"> <thead> <tr> <th>LOT NO.</th> <th>QUANTITY</th> <th>ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>71,117 pieces</td> <td>RULER, plastic-450mm (18") Individually wrapped in plastic, 50 pieces/box</td> </tr> <tr> <td colspan="2" style="text-align: center;">DELIVERY SCHEDULE</td> <td style="text-align: center;">QUANTITY</td> </tr> <tr> <td>1st</td> <td>within 30 calendar days from receipt of NTP</td> <td>12,000</td> </tr> <tr> <td>2nd</td> <td>within 30 calendar days thereafter</td> <td>12,000</td> </tr> <tr> <td>3rd</td> <td>within 30 calendar days thereafter</td> <td>12,000</td> </tr> <tr> <td>4th</td> <td>within 30 calendar days thereafter</td> <td>12,000</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM DESCRIPTION	1	71,117 pieces	RULER, plastic-450mm (18") Individually wrapped in plastic, 50 pieces/box	DELIVERY SCHEDULE		QUANTITY	1st	within 30 calendar days from receipt of NTP	12,000	2nd	within 30 calendar days thereafter	12,000	3rd	within 30 calendar days thereafter	12,000	4th	within 30 calendar days thereafter	12,000
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		71,117

- The TWG-in-Charge discussed the Schedule of Requirements, and the Submission of Samples/Demo units. She advised the prospective bidders to complete the information needed and submit the proper samples/demo units.

SECTION VII
Page 71-74

- The TWG-in-Charge discussed the Technical Specifications and advised the prospective bidders to complete the information needed.

- ***The prospective bidder clarified on the technical specification particularly in the individually wrapped in plastic, if the plastic pertaining to it is the protective film or a separate plastic wrapper?***
 - *The Chairperson answered that they need a transparent plastic no particular color or thickness.*
- ***The prospective bidder clarified if the plastic wrapper would be open or sealed both sides and if there is a specific marking?***
 - *The Chairperson answered as long as the ruler is safe and properly packed and sticker on the item is much appreciated. He reminded them that submission of sample demo will be on or before the submission of bids.*

TECHNICAL SPECIFICATIONS

- The BAC Secretariat reminded the bidder on proper labeling requirement for consumer products. She presented the Consumer Act of the Philippines (RA 7394) Article 77.
 - ***The prospective bidder clarified if the labeling requirement is intended for the box or the product itself?***
 - *The Chairperson answered that the requirements must be in the box and the item itself whichever is applicable to the product.*

	<ul style="list-style-type: none"> ▪ The prospective bidder clarified on the Consumer Act Article 77 - if a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact, if they are the importer, manufactured for them and owner of the brand do they need to present the license or the IPO even if it is expired but with proof of renewal? ▪ <i>The Chairperson answered such license or IPO is acceptable.</i> ▪ The prospective bidder clarified on the ruler scale color: manufacturer's standard, if they prefer any color on this specs? ▪ <i>The Chairperson answered no preferable color, it must be manufacturer's standard, he added that the product must be clear.</i>
	<p>SECTION VIII Page 75-104</p> <ul style="list-style-type: none"> • The BAC Secretariat stated that Bidding Forms are attached in the last part of the Bid Documents. She reminded the prospective bidders to make sure that they will fill out the Bid Forms properly and accordingly.
<p>BIDDING FORMS</p>	<ul style="list-style-type: none"> ▪ The prospective bidder asked the Committee if there is a need for them to submit a schedule of prices ? ▪ <i>The Chairperson answered that they can submit the Bid Form.</i>

II. OTHER DISCUSSIONS

OTHER MATTERS

- The TWG-in-Charge discussed the timeline of the project as follows:

Advertisement/Posting of Invitation to Bid	June 26, 2019
Issuance and Availability of Bid Documents	June 26, 2019
Pre-Bid Conference	July 03, 2019; 10:00 AM
Last day of Submission of Written Clarification	July 07, 2019
Last day of Issuance of Bid Bulletin	July 10, 2019
Deadline for Submission and Opening of Bids	July 17, 2019; 10:00 AM

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **10:45 AM.**

CERTIFICATION

We certify that the foregoing is the true account of the **Pre-bid Conference** conducted on Wednesday, July 3, 2019.

PREPARED BY

(SGD) MARICEL R. VERGEL DE DIOS
Secretariat

(SGD) RODEVIE L. CRUZ
Ad Hoc Representative

(SGD) BARBY ANN M. VILLAMOR
Provisional Member/PMO-in-Charge

CERTIFIED CORRECT

-not present-
ATTY. DIVINA GRACIA A. BACAL
Regular Member/Legal

(SGD) WEBSTER M. LAUREÑANA
Vice-Chairperson

(SGD) ENGR. PABLO ROMAN C. ANDRES
Chairperson, Bids and Awards Committee X