

## MINUTES OF MEETING

Thursday, 18 July 2019	10:00 AM	Conference Room B
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<b>MEETING CALLED BY</b>	<b>Bids and Awards Committee VIII</b>																																																	
<b>TYPE OF MEETING</b>	<b>Pre-Bid Conference</b>																																																	
<b>PROJECT</b>	<b>Supply and Delivery of Disaster Relief Supplies for the Office of the Office of the Civil Defense (OCD)</b>																																																	
<b>REFERENCE NO</b>	<b>PB No. 19-207-8</b>																																																	
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee VIII</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Jaime M. Navarrete, Jr.</td> <td style="width: 40%;">Chairperson</td> </tr> <tr> <td>Mr. Joseph P. Balagtas</td> <td>Vice Chairperson</td> </tr> <tr> <td>Engr. Mark John O. Nofies</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Christopher B. Gacutan</td> <td>Ad Hoc Representative, OCD</td> </tr> </table> <p><b>Procurement Division VIII</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Paul Armand A. Estrada</td> <td style="width: 40%;">Member</td> </tr> <tr> <td>Ms. Jamine Rae T. Baluyot</td> <td>Member</td> </tr> <tr> <td>Ms. Frances Sofia SJ. De Leon</td> <td>Member</td> </tr> </table> <p><b>End User's Representatives</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Sonny Patron</td> <td style="width: 40%;">Office of the Civil Defense</td> </tr> <tr> <td>Ms. Leilani A. Legaspi</td> <td>Office of the Civil Defense</td> </tr> <tr> <td>Ms. Karen Kaye Caballero</td> <td>Office of the Civil Defense</td> </tr> <tr> <td>Mr. Louie Caños</td> <td>Office of the Civil Defense</td> </tr> <tr> <td>Mr. Charlie Rances, Jr.</td> <td>Office of the Civil Defense</td> </tr> </table> <p><b>Bidder(s)</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Cecilia Aduana</td> <td style="width: 40%;">A &amp; C Global</td> </tr> <tr> <td>Ms. Sarah Cortez</td> <td>Gibrosen</td> </tr> <tr> <td>Ms. Edna Oliveros</td> <td>OPEMS</td> </tr> <tr> <td>Mr. Carlo Cruz</td> <td>OPEMS</td> </tr> <tr> <td>Ms. Enony P. Gutierrez</td> <td>Design Excellence</td> </tr> <tr> <td>Mr. Sonny Belonio</td> <td>Advance Solution</td> </tr> <tr> <td>Ms. Thess Temeña</td> <td>Advance Solution</td> </tr> <tr> <td>Mr. Lee Alcongell</td> <td>Unimaster Conglomeration, Inc.</td> </tr> <tr> <td>Mr. Normando Martin</td> <td>Freshmango, Inc.</td> </tr> <tr> <td>Ms. Glyna Yap</td> <td>Int'l Diamond ETH</td> </tr> <tr> <td>Mr. Randy Pagtakhan</td> <td>Footsafe Phils.</td> </tr> <tr> <td>Ms. Pearl Santos</td> <td>Footsafe Phils.</td> </tr> </table>		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	Mr. Paul Armand A. Estrada	Member	Ms. Jamine Rae T. Baluyot	Member	Ms. Frances Sofia SJ. De Leon	Member	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	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 Alcongell	Unimaster Conglomeration, Inc.	Mr. Normando Martin	Freshmango, Inc.	Ms. Glyna Yap	Int'l Diamond ETH	Mr. Randy Pagtakhan	Footsafe Phils.	Ms. Pearl Santos	Footsafe Phils.
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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.

## DISCUSSION

### I. BID DOCUMENTS

INVITATION TO BID	No further clarification.
INSTRUCTION TO BIDDERS	No further clarification.
BID DATA SHEET	<p>Clause 29.2 Page 44</p> <p>xxx <b>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:</b> xxx</p> <ul style="list-style-type: none"> <li>• The representative from Footsafe Phil. requested to extend the submission of the required sample to give ample time for its preparation.</li> <li>➤ 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.</li> </ul>
	<p>Clause 29.2 Page 44 Item 4</p> <p>xxx <b>Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months.</b> xxx</p> <ul style="list-style-type: none"> <li>• The Representative from Footsafe Phil. requested to be clarified on the covering period of the submission of value added tax returns.</li> <li>➤ The Chairperson clarified that the period will be reckoned from the Opening</li> </ul>

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 required.

- 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.

Clause 29.2  
Page 44-45  
Item 6

xxx

**Certificate from Occupational Safety and Health Center (OSHC), DOLE (Lot No. 3)**

xxx

- The Representative from the Int'l Diamond requested to be clarified if the submission of Certificate from the Manufacturer will be sufficient to satisfy the requirement. The same manifested that the period to process the DOLE Certificate might not coincide with the Post Qualification submission timeline. The same item is requested to be deleted.
- The Chairperson suggested that they may only require an overall Certification from OHSC or that the item shall undergo the testing parameters from OHSC.
- The Representative from OPEMS clarified that the requirements are essential and industry standard. Therefore, it should be required and not deleted.
- The Committee took note of the requests and clarifications for discussion. Any amendment will be reflected in the issuance of Supplemental Bid Bulletin.

Clause 29.2  
Page 44-45  
Item 9

xxx

**Certification accompanied with a verifiable proof that the brand being offered has been in the Philippine market for at least ten (10) years. (Lot No. 4)**

xxx

- The Representative from Unimasters requested to be clarified whether advertisements or commercial advertisements are acceptable for the market presence requirement.

	<p>➤ The Committee replied in the positive. The Committee reiterated that verifiable proof must be presented during the Post Qualification stage.</p>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	No further clarification.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	<p>GCC Clause 1.1 (k) Page 62</p> <p>xxx <b>The Project Site is:</b></p> <p><b>OFFICE OF THE CIVIL DEFENSE Camp Aguinaldo, Quezon City Quezon City, Philippines</b></p> <p>xxx</p> <p>➤ 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.</p> <p>➤ No further clarification.</p>
<b>SCHEDULE OF REQUIREMENTS</b>	<p>Delivery Period Page 71</p> <p>xxx <b>Within Sixty (60) Calendar Days from the date indicated in the Notice to Proceed.</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>• The Representatives from Footsafe Philippines, Int'l Diamond ETH and OPEMS requested to amend the delivery period of all the items from sixty (60) to ninety (90) calendar days to give ample time.</li> <li>• The Representative from Freshmango and Unimaster seconded.</li> </ul> <p>➤ The Committee took note of the request subject for deliberation. Any amendments and clarifications will be reflected upon the issuance of the Supplemental Bid Bulletin for the project.</p>
<b>TECHNICAL SPECIFICATIONS</b>	<p>➤ The Committee presented the manner in accomplishing the Compliance with the Technical Specification Form together with the requirements applicable for all lots.</p>
	<p>Lot No. 1: Inflatable Life Jacket Page 73 Agency Specifications</p>

xxx

- **Validity of CO2 Cylinder: 3 years**

xxx

- The Representative from OPEMS requested that the CO2 Cylinder 3 year's validity must be indicated in the items to easily verify. Further, they requested to include CE/EN Certificate in the requirements. This is to ensure the quality of the item.
- The Committee took note of the request. Clarifications for the requirement will be discussed with the End Users and amendments, if any, will be reflected upon the issuance of the Supplemental Bid Bulletin.

Lot No. 2: Rain Suit

Page 74

Agency Specification

xxx

- OCD and NDRRMC Text  
(Back, Upper Part)
  - Font: Arial Narrow
  - **Font Size: 180**
  - Color: Black

xxx

- The Representative from OPEMS manifested that there are inconsistencies in the font sizes stated in the technical specifications and in the illustration.
- The same requested to be clarified whether the required packaging of the item is plastic or pouch.
- The Committee clarified that requirement for the packaging is a Manufacturer's standard pouch. The same manifested that this amendment or the additional requirement will be reflected upon the issuance of Supplemental Bid Bulletin.
- The Representative from Int'l Diamond manifested that the space provided on the pants is not enough following the font size required.
- The Committee took note of the request. Clarifications for the requirement will be discussed with the End Users and amendments, if any, will be reflected upon the issuance of the Supplemental Bid Bulletin.

Lot No. 3: Safety Helmet

Page 75

Agency Specification

xxx

- **With four (4) fixing point chin strap**

xxx

- **Vented**

xxx

- The Representative from FootSafe manifested that there are no helmets that carry the exact technical specifications required. They clarified that a helmet with three (3) point chin strap is vented, while a four (4) point chin strap is non-vented. They further requested with the End Users to provide a sample helmet that may satisfy all the requirements.
- The representative from OPEMS agreed with the manifestation of FootSafe.
- The Representative from FootSafe suggested a vented requirement to suffice any device that will be attached for disaster operations.
- The Committee took note of the request and manifestation. Clarifications for the requirement will be discussed with the End Users and amendments, if any, will be reflected upon the issuance of the Supplemental Bid Bulletin.

Lot No. 4: All Terrain Footwear  
Page 76  
Agency Specification

xxx

- **Quantity per size:**

xxx

- The Representative from FootSafe requested to be clarified if the sizes required are based on US sizes.
- The Committee replied in the positive.
- The End Users clarified that there are no other format on sizes on the item. The usual sizes that are commonly indicated on shoes were the intention of the end users to be complied.

xxx

- **Shoe Lace: One (1) extra pair shoe lace (Color: Black)**

xxx

- The Representative from OPEMS requested to clarify the color of the extra shoe lace. They requested to amend the requirement so that the bidders may comply.
- The Representative from Unimaster requested to amend the color of the shoe lace that matches the color of the item being offered.
- The Committee emphasized that the required colors of the footwear are any shade of brown, black and gray. The Committee asked the End Users if it is acceptable that whichever color is appropriate to the offered footwear is acceptable.
- The End Users took note of the request and clarification subject for

	<p>deliberation and discussion. Clarifications for the requirement will be discussed and amendments, if any, will be reflected upon the issuance of the Supplemental Bid Bulletin.</p> <ul style="list-style-type: none"> <li>• The Representative from FootSafe requested for pictures of the all terrain footwear for reference and better understanding.</li> <li>➤ The End Users clarified that they cannot provide the pictures due to some copyright of the item. Hence, they clarified that any all terrain footwear may be considered if they can satisfy all the requirements.</li> </ul> <p style="padding-left: 40px;">xxx - <b>Water Resistant</b> xxx</p> <ul style="list-style-type: none"> <li>➤ The End Users clarified that water resistant is different from water-friendly and waterproof. The Water Resistant is defined as designed to not be easily harmed or affected by water or to not allow water to pass through easily. If the bidder will offer a waterproof item, this will be acceptable as it is superior specification.</li> </ul> <p style="padding-left: 40px;">xxx - <b>Brand being offered must be Existing in the Philippine Market for at least 10 years</b> xxx</p> <ul style="list-style-type: none"> <li>• The Representative from FreshMango requested to amend the requirements to 10 years international presence. He further emphasized that more brands may be qualified to participate in the project.</li> <li>➤ The Committee took note of the request. Clarifications for the requirement will be discussed with the End Users and amendments, if any, will be reflected upon the issuance of the Supplemental Bid Bulletin.</li> </ul>
<p><b>BID FORMS</b></p>	<ul style="list-style-type: none"> <li>• The Representative from OPEMS requested to be clarified if they may issue a single Omnibus Statement covering all the lots for the project.</li> <li>➤ The Committee replied in the positive. The Chairperson reiterated that they may also do so with the technical and financial components to promote efficiency.</li> <li>➤ Other Forms were presented and no further clarifications.</li> </ul>
<p><b>III. OTHER MATTERS</b></p>	
<p><b>OTHER MATTERS</b></p>	<p>The Secretariat reminded that any clarification shall be put into writing on or before <b>July 22, 2019</b> for deliberation and discussion of the Bids and Awards Committee.</p>

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