



MINUTES OF MEETING

Date: Tuesday, 23 July 2019	Time: 10:00AM	Venue: PS, Executive Lounge
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MEETING CALLED BY	Procurement Division VIII (PD VIII)
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Selection of Ceremonies and Cultural Events Integrator with Olympic Experience for the Philippine Hosting of the 30th SEA Games under PB No. 19-220-8
ATTENDEES	<p>Bids and Awards Committee VIII Engr. Jaime M. Navarrete, Jr. Chairperson Atty. Mary Geanellie M. Cabrera Regular Member Paul Jasper V. De Guzman Provisional Member (PMO-in-Charge)</p> <p>End-User Representatives Mike Aguilar PHISGOC Atty. Francis Baclay PHISGOC</p> <p>Procurement Service Paul Armand A. Estrada PD8, Technical Working Group Jose Rafael M. Magno PD8, Secretariat</p> <p>Observers Kenneth Crisologo COA</p> <p>Prospective Bidders Donna Go Dezano Artispac Christine Bernardo Artispac Frank Abalos 5C Pia Rieza Videosonic Joey Villette Videosonic Beng Arcega Videosonic Francis Daguio Videosonic Jean Canononoy Mitsui Trading Allan Sanchez Arxa Tech Ivan Tuazon Videosonic</p>
CALL TO ORDER	The scheduled activity started at 10:56am presided by the Chairperson.

INVITATION TO OBSERVERS	After having established the required quorum to conduct the pre-bid conference, the TWG presented the invitation to observers in compliance to R.A. 9184.
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DISCUSSIONS

I. Bid Documents	
BID DATA SHEET	<p>BDS 12.1(a) A prospective bidder inquired if a foreign bidder must submit a PhilGEPS Registration, Platinum Certificate.</p> <ul style="list-style-type: none"> - Chairperson answered that a foreign bidder must submit a PhilGEPS Registration, Platinum Certificate. Further, the Chairperson explained that in a joint venture, both partners must submit the legal requirements, including the PhilGEPS Registration, Platinum Certificate. <hr/> <p>BDS 5.4. Single Largest Completed Similar Contract</p> <p>A prospective bidder inquired whether both partners in a joint venture must comply with the SLCC.</p> <ul style="list-style-type: none"> - The Chairperson explained that submission or compliance of one partner with the SLCC is sufficient. <p>A prospective bidder manifested that their completed contracts with foreign entities are covered with a Non-Disclosure Agreement (NDA). In this regard, the bidder inquired on how he may comply with the requirement of SLCC if the amount of contract was specifically covered under the NDA. Further, the bidder suggested to allow submission of an affidavit from the bidder and proof of payment showing the amount of contract undertaken.</p> <ul style="list-style-type: none"> - The Chairperson explained that contracts under NDA are acceptable, however, details that are required for the project at hand must be provided. The same shall be for further discussion with the BAC Members. <hr/> <p>29.2. Item Nos. 5 and 6</p> <p>A prospective bidder stated that the requirements under item nos. 5 and 6 are the same. Thus, the documents that they are submitting for item no. 5 are the same for their submission for compliance for item no. 6.</p> <ul style="list-style-type: none"> - The End-user representative answered that bidders may submit one document to satisfy both requirements. The Chairperson agreed that a bidder may submit one document for item nos. 5 and 6 as long as it complies with both requirements.

	<p>29.2 Item No. 3</p> <p>A prospective bidder stated that they can provide copies of contract and proof of payment. However, some of their clients do not provide certificate of completion.</p> <ul style="list-style-type: none"> - The Chairperson explained that the certificate of completion may not be submitted as long as proof of completion of the contract was submitted and satisfied.
<p>SCHEDULE OF REQUIREMENTS</p>	<p>A prospective bidder manifested that the schedule of requirement is very tight.</p> <ul style="list-style-type: none"> - The Chairperson manifested that the BAC understands that the schedule is tight. However, the Chairperson explained that the project is for the Country and encouraged cooperation from everyone. - On the same note, the Chairperson encouraged the bidders to submit their post-qualification requirements during the deadline of submission and opening of bids to help shorten the procurement timeline.
<p>TERMS OF REFERENCE</p>	<p>A prospective bidder stated that there are two venues. In this regard, the bidder stated the cost may be doubled as well.</p> <ul style="list-style-type: none"> - The End-user representative stated that the venues had already been communicated to the participating countries, thus, non-negotiable. <p>The End-user Representative discussed the Terms of Reference as provided under the bidding documents.</p> <p>A prospective bidder asked if the End-user shall provide the layout of the sites.</p> <ul style="list-style-type: none"> - The End-user stated that bidders may submit their requests, and the end-user shall provide the same as soon as possible. The End-user also manifested that they can provide assistance if the bidders desire to visit the sites for inspection.
<p>TECHNICAL SPECIFICATIONS</p>	<p>The Chairperson explained that the bidders shall only state "comply" in the technical specifications form and attach the duly conformed terms of reference.</p>

III.	
CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on 23 July 2019.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:34pm.
PREPARED BY	(Sgd.) JOSE RAFAEL M. MAGNO Secretariat
REVIEWED BY	(Sgd.) PAUL JASPER DE GUZMAN Regular Member (Sgd.) ATTY. MARY GEANELLIE M. CABRERA Regular Member
NOTED BY	(Sgd.) ENGR. JAIME M. NAVARRETE, JR. Chairperson
CONFORME	(Sgd.) PAUL ARMAND ESTRADA Technical Working Group (Sgd.) MIKE AGUILAR End-User Representative, PHISGOC