



MINUTES OF MEETING

Tuesday, July 23, 2019

10: 00 AM

MEETING ROOM I

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Correction Tape for the Procurement Service (PS)
REFERENCE NO.	PB 19-228-10
	<p>BIDS AND AWARDS COMMITTEE X</p> <p>Mr. Webster M. Laureñana Vice-Chairperson Ms. Barby Ann M. Villamor Provisional Member Ms. Rodevie L. Cruz Ad-Hoc Member</p> <p>Procurement Division X</p> <p>Ms. Maricel R. Vergel de Dios Secretariat Ms. Rina Maureen M. Maurera TWG-in-Charge Ms. Jennifer M. Ancheta Member Mr. Jack G. Mercado Member Mr. Jayson C. Erquiza Member Engr. Chamel Fiji C. Melo Member</p> <p>Bidder</p> <p>Mr. Jowel O. Fortuna Kingfiles Multi Venture Inc. Ms. Maeah Airocel Isidro Centerpoint Sales & Trading Inc. Ms. Janette D. Quintinita G.T.K.Trading Mr. Bryan Cruzada G.T.K.Trading Mr. Paul de Castro Advance Paper Corporation</p>

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:21 AM with the Vice-Chairperson presiding. 2. The Vice-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 Vice-Chairperson stated that since the Bidders are familiar with the government procurement, he 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)

INVITATION TO BID	"NO DISCUSSION"								
INSTRUCTION TO BIDDERS	"NO DISCUSSION"								
BID DATA SHEET	<p>SECTION III ITB Clause 1.2 Page 38</p> <table border="1" data-bbox="438 683 1463 1003"> <thead> <tr> <th data-bbox="438 683 535 840">Lot No.</th> <th data-bbox="535 683 797 840">Quantity</th> <th data-bbox="797 683 1193 840">Item/Description</th> <th data-bbox="1193 683 1463 840">Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td data-bbox="438 840 535 1003">1</td> <td data-bbox="535 840 797 1003">599,176 pieces</td> <td data-bbox="797 840 1193 1003">CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box</td> <td data-bbox="1193 840 1463 1003">₱ 10,066,156.80</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li data-bbox="438 1041 1463 1120">• <i>The BAC Secretariat stated quantity, item description and ABC of the project.</i> 	Lot No.	Quantity	Item/Description	Approved Budget for the Contract	1	599,176 pieces	CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box	₱ 10,066,156.80
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1	599,176 pieces	CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box	₱ 10,066,156.80						
	<p>SECTION III ITB Clause 2 Page 38</p> <p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through Approved Budget of the Procurement Service.</p> <p>The name of the Project is: Supply and Delivery of Correction Tape for the Procurement Service (PS).</p> <ul style="list-style-type: none"> <li data-bbox="438 1691 1463 1780">• <i>The BAC Secretariat stated the Funding Source and Title of the project.</i> 								

SECTION III

ITB Clause 5.4

Page 38

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.

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

SECTION III

ITB Clause 12.1 (a)(i)

Page 39

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 BAC Secretariat stated the updated requirements for PhilGEPS Platinum Certificate is needed.***

SECTION III

ITB Clause 18.1

Page 40

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	CORRECTION TAPE, 8 meters	₱ 201,323.14	₱ 503,307.84	Please Refer to Section VIII. Bidding Forms Annex "H"
	Individually pack in blister 50 pieces/box			

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

SECTION III

ITB Clause 18.1

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.
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. (January to June 2019).
5. Valid PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids.

• The Vice-Chairperson reminded the prospective bidders that the Latest Value Added Tax Returns must include the filing reference number filed from Electronic Filing and Payment System (EFPS). He stated also, that if during opening of bids the Philgeps Certification had expired documents in Annex A, the bidder shall submit, together with the Certificate certified true copies of the updated documents, however during the post qualification, they must secured an updated Annex A.

GENERAL CONDITIONS
OF CONTRACT

"NO DISCUSSION"

SPECIAL CONDITIONS OF CONTRACT

SECTION V
 SCC Clause 17.3
 Page 67

- The BAC Secretariat stated that the Warranty Retention is three months (3) after acceptance by the Procuring Entity of delivered goods.

SECTION V
 SCC Clause 17.4
 Page 67

- The BAC Secretariat stated that the period for correction of defects in the warranty period is thirty (30) calendar days.

SCHEDULE OF REQUIREMENTS

SECTION VI
 Page 68-69

LOT NO.	QUANTITY	ITEM DESCRIPTION
1	599,176	CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box
DELIVERY SCHEDULE		QUANTITY
1st	within 30 calendar days from receipt of NTP	100,000
2nd	within 30 calendar days thereafter	100,000
3rd	within 30 calendar days thereafter	100,000

4th	within 30 calendar days thereafter	100,000
5th	within 30 calendar days thereafter	100,000
6th	within 30 calendar days thereafter	99,176
		599,176

- The TWG-in-Charge discussed the Schedule of Requirements, and the Submission of Samples/Demo units. She advised the 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 Bidders to complete the information needed.
- The prospective bidder clarified the Technical Specifications requirement if slide/fliplock/incorporated cap would be considered/qualified as "Protective Cap". The bidder suggested to submit a sample/demo unit for clarification purposes.

TECHNICAL
SPECIFICATIONS

- *The Committee took note of the clarification/suggestion.*
- The prospective bidder suggested to include/indicate the use of bond paper as the medium/material on Evaluation Performance Test of the Correction Tape.
 - *The Committee took note of the suggestion.*

	<ul style="list-style-type: none"> The prospective bidder clarified regarding on the requirements for Consumer Act of the Phil. (RA 7394) particularly the manufacturer, importer, repacker of the consumer product in the Philippines, he suggested to require a certification as a proof on this matter. <i>The Committee took note of the suggestion.</i>
<p>BIDDING FORMS</p>	<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 Bidders to make sure that they will fill out the Bid Forms properly and accordingly.

II. OTHER DISCUSSIONS													
	<ul style="list-style-type: none"> The TWG-in-Charge discussed the timeline of the project as follows: <table border="1" data-bbox="525 1193 1429 1854"> <tr> <td data-bbox="525 1193 940 1312">Advertisement/Posting of Invitation to Bid</td> <td data-bbox="940 1193 1429 1312">July 16, 2019</td> </tr> <tr> <td data-bbox="525 1312 940 1431">Issuance and Availability of Bid Documents</td> <td data-bbox="940 1312 1429 1431">July 16, 2019</td> </tr> <tr> <td data-bbox="525 1431 940 1503">Pre-Bid Conference</td> <td data-bbox="940 1431 1429 1503">July 23, 2019; 10:00 AM</td> </tr> <tr> <td data-bbox="525 1503 940 1621">Last day of Submission of Written Clarification</td> <td data-bbox="940 1503 1429 1621">July 26, 2019</td> </tr> <tr> <td data-bbox="525 1621 940 1740">Last day of Issuance of Bid Bulletin</td> <td data-bbox="940 1621 1429 1740">July 30, 2019</td> </tr> <tr> <td data-bbox="525 1740 940 1854">Deadline for Submission and Opening of Bids</td> <td data-bbox="940 1740 1429 1854">August 06, 2019; 10:00 AM</td> </tr> </table>	Advertisement/Posting of Invitation to Bid	July 16, 2019	Issuance and Availability of Bid Documents	July 16, 2019	Pre-Bid Conference	July 23, 2019; 10:00 AM	Last day of Submission of Written Clarification	July 26, 2019	Last day of Issuance of Bid Bulletin	July 30, 2019	Deadline for Submission and Opening of Bids	August 06, 2019; 10:00 AM
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<p>OTHER MATTERS</p>													

	<ul style="list-style-type: none"> The prospective bidder asked on the duration of the bidding process for the project? <ul style="list-style-type: none"> <i>The Committee cannot commit on the exact duration of the project. He explained briefly the step by step process of the project.</i>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:43 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Tuesday, July 23, 2019.
PREPARED BY	<p style="text-align: center;">(SGD) MS. MARICEL R. VERGEL DE DIOS Secretariat</p>
	<p style="text-align: center;">(SGD) MS. RODEVIE L. CRUZ AdHoc Representative</p>
	<p style="text-align: center;">(SGD) MS. BARBY ANN M. VILLAMOR Provisional Member/PMO-in-Charge</p>
CERTIFIED CORRECT	<p style="text-align: center;"><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member/Legal</p>
	<p style="text-align: center;">(SGD) MR. WEBSTER M. LAUREÑANA Vice-Chairperson</p>
	<p style="text-align: center;"><i>-not present-</i> ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X</p>