

MINUTES OF MEETING

December 06, 2019	10:00 AM	Meeting Room II
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Collapsible Outdoor LED Display for the Department of Health – Knowledge Management and Information Technology Service
REFERENCE NO.	PB No. 19-331-5
ATTENDEES	<p>Bids and Awards Committee V</p> <p>Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Jessica G. Gapuz Provisional Member</p> <p>Procurement Division V</p> <p>Mr. Abelardo P. Gonzalez Member Mr. Arnel B. Cunanan Member Engr. Nicole John D. Cabueños Member Engr. Yuji C. Hoshina Member Mr. Jules Amiel D. Angeles Member</p> <p>End-User’s Representatives</p> <p>Mr. Edwin Ubalde DOH-HPCS Mr. Christian Halnin DOH-KMITS</p> <p>Prospective Bidders</p> <p>Mr. Marvin Jimenez Avolution Inc. Mr. Noel Asilo The Brain Corp. Ms. Malou Vergara Joebz Comp.</p>
CALL TO ORDER	1. The scheduled Pre-bid Conference started at 10:11 AM with the Chairperson presiding. He then instructed Engr. Hoshina to acknowledge

	<p>the presence of the attendees.</p> <p>2. Engr. Hoshina, likewise, presented the Invitation to Observers however none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked Engr. Hoshina to proceed with the presentation of general requirements in government procurement.</p>
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DISCUSSION

BID DOCUMENTS

<p>INVITATION TO BID</p>	<p>The Chairperson manifested that in case the prospective bidders have missed some concerns during the Pre-bid Conference, they may send a written clarification on or before 09 December 2019 for the Bids and Awards Committee (BAC) to endorse it to the End-User for review if the same may be included in the bid bulletin that will be issued on 11 December 2019.</p> <p>xxx</p> <p>The PMOIC warned the prospective bidders that a delay even for a second of submission of bid proposal during the scheduled Opening of Bid is a ground for rejection of their bid.</p>
<p>INSTRUCTIONS TO BIDDERS</p>	<p>NO QUESTIONS FROM PROSPECTIVE BIDDERS</p>
<p>BID DATA SHEET</p>	<p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>7. List of at least five (5) Technical Support and One (1) Certified Engineer from the manufacturer with attached Certificate;</p> <p>xxx</p> <p>One of the prospective bidders sought to clarify the aforementioned requirement.</p> <p>The Chairperson clarified that in case the bidder is the direct distributor of the manufacturer of the offered item, the Technical Support and Engineer must be certified by the latter. In case the bidder represented itself as the reseller of the authorized</p>

	<p>distributor, the Technical Support and Engineer must be employed by the distributor and certified by the manufacturer.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>8. Certification of satisfactory performance rating for the same item to be bid from at least three (3) previous client/s within the last five (5) years;</p> <p>xxx A supplier asked if the certificate must be issued by clients whose contracts were the same as for the items to be bid in the present bidding project.</p> <p>The Chairperson reiterated the provision of the requirement which states that the certification of satisfactory performance rating must be from clients for the same item to be bid. He then asked the prospective bidders if this requirement is feasible.</p> <p>The suppliers all answered in the affirmative.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>12. Certification of Spare Parts Availability in the Philippines for the next five (5) years after end-of-production issued by the manufacturer or authorized dealer.</p> <p>xxx The Chairperson stressed that the bidder has two options in this requirement; the certification may be directly issued by the manufacturer or in case of resellership, by the authorized dealer.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO FURTHER DISCUSSION</p>

<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SCC Clause 1.1(k)</p> <p>xxx</p> <p>The Project Site:</p> <p>DEPARTMENT OF HEALTH - WAREHOUSE (LOGISTICS MANAGEMENT DIVISION) San Lazaro Compound, Sta. Cruz, Manila</p> <p>DEPARTMENT OF HEALTH – MINISTRY OF HEALTH Bangsamoro Autonomous Region in Muslim Mindanao Bangsamoro People’s Complex Gov. Gutierrez Avenue RH7, Cotabato City</p> <p>xxx</p> <p>One of the suppliers asked if the items to be delivered in Mindanao will still undergo inspection in Manila.</p> <p>The End-User explained that the final inspection will be directly conducted in Mindanao and a pre-delivery inspection is no longer required. Furthermore, the End-User stated that before the delivery, they must still visit them in their Manila office for them to claim the documents that must be presented in the Mindanao office.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Submission of Demo Unit Page 70</p> <p>xxx</p> <p>The demo unit shall be the same brand and model being offered. The demo unit must be submitted to the Bids and Awards Committee - Technical Working Group (BAC-TWG) at the Procurement Service (PS) for evaluation within fifteen (15) calendar days from the receipt of Notice of Single/Lowest Calculated Bid (S/LCB) from the BAC. Alternatively, conduct of a demo in a site within Metro Manila of an existing unit with the same brand and model installed by the supplier is acceptable.</p> <p>xxx</p> <p>A prospective bidder averred that a switcher, one of the components of the LED Display cannot be submitted within fifteen (15) calendar days</p>

	<p>from receipt of Notice of S/LCB since this item falls within the order basis condition.</p> <p>The Chairperson took note of this matter for discussion with the End-User.</p> <p>As for the submission of the demo unit, the Chairperson emphasized that the reckoning period of the same must be from the time the bidder received the Notice of S/LCB. Five (5) days there from, the post-qualification documents must be submitted. Both will be simultaneously reckoned on the receipt of the said notice.</p> <p>xxx</p> <p>The Chairperson reiterated that the bidder may request for extension of the submission of demo unit in case such item will come from abroad and an ample time is needed for its importation. Furthermore, he emphasized that the request must be accompanied with proof and must be submitted before the deadline. It is the discretion of the BAC on how many days will be given for the bidder to comply with the submission.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Lot No. 1: Collapsible Outdoor LED Display Technical Specifications Page 73</p> <p>xxx</p> <ul style="list-style-type: none"> • LED Parameters <p>xxx</p> <p>Blind Spot Rate: <1/10000</p> <p>xxx</p> <p>One of the prospective bidders informed the Committee that they are using a different term in determining the blind spot rate of the LED Parameters.</p> <p>The Chairperson advised the prospective bidder to put this matter in writing to make it all official and in record.</p> <p>xxx</p> <p>The PMOIC reminded the prospective bidders to fill out the reference</p>

	<p>column of the Compliance with the Technical Specifications. Failure to do so may cause for the disqualification of their bid.</p> <p>xxx</p> <p>Technical Specifications Page 75</p> <p>xxx</p> <ul style="list-style-type: none"> • With Four (4) power box • 100m feeder line 2/10 royal cord <p>xxx</p> <p>A supplier sought to know if the 100m feeder line is the maximum number for the four (4) power box.</p> <p>The PMOIC answered in the affirmative.</p> <p>The prospective bidders likewise asked if the 100m feeder is for every LED Display to be bid.</p> <p>The End-User clarified that the requirement of 100m feeder is for every Collapsible Outdoor LED Display to be bid since both are separate items.</p>
<p>BID FORMS</p>	<p>The PMOIC stated that the bidder is required to sign each and every page of the Bid Form; failure to do so is a ground for disqualification.</p> <p>She likewise reminded the prospective bidders that the Schedule of Prices is an integral part of the Bid Form. Hence, the same must be signed by the company's authorized representative in every page.</p> <p>xxx</p> <p>Moreover, the PMOIC informed the prospective bidders that the Omnibus Sworn Statement requires ten (10) sworn statements; the tenth (10th) shall contain the updated and active contact details of the bidder. She likewise emphasized that the Bid Securing Declaration has three (3) declarations which shall be specific to the project.</p>

OTHER MATTERS	<p>For notarizing any certificate required by the bidding document, the Chairperson reminded the prospective bidders to refer to the 2004 Rules on Notarial Practice for the list of competent evidence of identity that can be presented in the Notary Public. He emphasized that a cedula or a community tax certificate is not considered as a competent proof of identity. To be certain, the Chairperson instructed the prospective bidders to attach in the notarized certificate the identification that they have presented for its notarization.</p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 12:00 PM</p>
CERTIFICATION	<p>We certify that the foregoing is the true account of Pre-bid Conference conducted on December 06, 2019.</p>
PREPARED BY	<p>(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT</p>
CERTIFIED CORRECT	<p>(SGD.) MS. JESSICA G. GAPUZ PMOIC, Bids and Awards Committee V</p> <p>(SGD.) MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V</p> <p>(SGD.) MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>