

MINUTES OF MEETING

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| Monday, 7 December 2020 | 10:00 AM | Conference Room A / Via Google Meet |
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| MEETING CALLED BY | Bids and Awards Committee 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYPE OF MEETING | Pre-Bid Conference | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT | <p>I. Supply and Delivery of Tape, Transparent, 48mm for the Procurement Service (PS);</p> <p>II. Supply and Delivery of Broom, Soft (Tambo) for the Procurement Service (PS); and</p> <p>III. Supply and Delivery of Flash Drive, 16GB Capacity for the Procurement Service (PS)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REFERENCE | <p>I. PB20-051-2</p> <p>II. PB20-052-2</p> <p>III. PB20-053-2</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATTENDEES | <p>Bids and Awards Committee II</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Paul Jasper V. De Guzman</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Sharon Baile</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Carla Divina Espino*</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Jessica Gapuz</td> <td>Provisional Member – Broom and Tape</td> </tr> <tr> <td>Ms. Jennefer Gemuniado</td> <td>Provisional Member – Flash Drive</td> </tr> <tr> <td>Ms. Jennelyn Sabarez</td> <td>Ad Hoc Representative</td> </tr> </table> <p>Procurement Division V</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Ma. Angelica M. Hui</td> <td>Secretariat for Tape</td> </tr> <tr> <td>Mr. Paul Armand A. Estrada</td> <td>Secretariat for Broom</td> </tr> <tr> <td>Ms. Erica B. Santos</td> <td>Secretariat for Flash Drive</td> </tr> </table> <p>Bidders:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Gerald Olona</td> <td>AMPI Reyson</td> </tr> <tr> <td>Ms. Loreta Sanido*</td> <td>LMS Industries</td> </tr> <tr> <td>Ms. Meah Airocel Isidro*</td> <td>Centerpoint Sales</td> </tr> <tr> <td>Ms. Shayne Redota*</td> <td>Grand Success International Venture Corp.</td> </tr> </table> <p>*Attended through Google Meet</p> | | Mr. Paul Jasper V. De Guzman | Chairperson | Ms. Sharon Baile | Vice-Chairperson | Atty. Carla Divina Espino* | Regular Member | Ms. Jessica Gapuz | Provisional Member – Broom and Tape | Ms. Jennefer Gemuniado | Provisional Member – Flash Drive | Ms. Jennelyn Sabarez | Ad Hoc Representative | Ms. Ma. Angelica M. Hui | Secretariat for Tape | Mr. Paul Armand A. Estrada | Secretariat for Broom | Ms. Erica B. Santos | Secretariat for Flash Drive | Mr. Gerald Olona | AMPI Reyson | Ms. Loreta Sanido* | LMS Industries | Ms. Meah Airocel Isidro* | Centerpoint Sales | Ms. Shayne Redota* | Grand Success International Venture Corp. |
| Mr. Paul Jasper V. De Guzman | Chairperson | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Sharon Baile | Vice-Chairperson | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Atty. Carla Divina Espino* | Regular Member | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Jessica Gapuz | Provisional Member – Broom and Tape | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Jennefer Gemuniado | Provisional Member – Flash Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Jennelyn Sabarez | Ad Hoc Representative | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Ma. Angelica M. Hui | Secretariat for Tape | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr. Paul Armand A. Estrada | Secretariat for Broom | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Erica B. Santos | Secretariat for Flash Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr. Gerald Olona | AMPI Reyson | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Loreta Sanido* | LMS Industries | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Meah Airocel Isidro* | Centerpoint Sales | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Shayne Redota* | Grand Success International Venture Corp. | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| CALL TO ORDER | The scheduled Pre-Bid Conference started at 10:15 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 the 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

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| INVITATION TO BID | No further clarification. |
| INSTRUCTION TO BIDDERS | <p>Page 14 Clause 5: Eligible Bidders Clause 5.4: Coverage of the Single Largest Completed Contracts</p> <p>xxx Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:</p> <p>The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.</p> <p>xxx</p> <ul style="list-style-type: none"> • The Representative from AMPI requested to be clarified if aggregated Contracts are acceptable for the Broom, Soft (Tambo) requirement. He further clarified that in order to satisfy the requirement, they have numerous Purchase Orders that will amount to 25% of the SLCC. <p>➤ The Committee took note of the clarifications and for further deliberation. Clarifications will be reflected upon the issuance of the Bid Bulletin.</p> <p>Page 18 Clause 14: Bid Security Clause 14.2: Validity Period of the Bid Security</p> <p>xxx 14.1. The Bid and bid security shall be valid until 1 April 2021 (120 calendar days from the opening of bids). Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p>xxx</p> |

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| | <ul style="list-style-type: none"> ➤ The Committee will amend the validity date due to the changes in the schedule of the bidding activities. This will be applicable for the clause for the three (3) projects. |
| BID DATA SHEET | <ul style="list-style-type: none"> • Provisions on the Bid Data Sheet were presented. No further clarifications with the bidders. |
| GENERAL CONDITIONS OF THE CONTRACT | No further clarification. |
| SPECIAL CONDITIONS OF THE CONTRACT | <ul style="list-style-type: none"> • Provisions on the SCC were presented. No further clarifications with the bidders. |
| SCHEDULE OF REQUIREMENTS | <p>Page 33 Section VI. Compliance with the Schedule of Requirements Form Item Description For Broom Soft Tambo</p> <p style="text-align: center;">xxx Tape, Transparent, 48mm <u>Broom, Soft, Tambo</u> xxx</p> <ul style="list-style-type: none"> ➤ The Committee will amend the item description of the Broom due to typographical error. |
| TECHNICAL SPECIFICATIONS | <p>Page 40 Technical Requirements for Broom, Soft (Tambo)</p> <p>xxx Product Specifications xxx Handle: Plastic coated aluminum tube xxx</p> <ul style="list-style-type: none"> • The Representative from AMPI requested to clarify if wooden handle is acceptable. He further clarified that wooden handle are available in the market. ➤ The Committee took note of the clarifications and for further deliberation. Clarifications will be reflected upon the issuance of the Bid Bulletin. <p>Page 41 Section VII. Additional Requirement on Packaging and Marking/Labeling Based on TSRC Resolution No. TSRC 19-005 Applicable for all lots.</p> |

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PACKAGING:

On each pack or box or ream or item, the following should be legibly imprinted or stickered with non-removable or permanent sticker or label that is binding and with residue and tearing. If removed:

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- The bidders requested to clarify the packaging requirement for the projects. They emphasized that packaging may have some cost implication in their bid.
- The Committee took note of the request and clarification subject for discussion with the Technical Specification Review Committee (TSRC). Clarifications will be reflected upon the issuance of the Supplemental Bid Bulletin.

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Tape, Packaging

- The TWG inquired on where to put the label for the packaging
 - The BAC clarified that labeling requirement should be placed per bundle
- The TWG inquired on the following marking and labeling requirement:
 1. Its correct and registered trade name or brand name;
 2. Its duly registered trademark
- The BAC clarified that the abovementioned requirements are applicable to the item and the brand being offered should be registered in IPO.

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Flash Drive, 16GB Capacity

- The TWG inquired on where to put the label for the packaging
 - The Committee agreed that this requirement should be placed in the small box (5 pieces).
- The TWG inquired on the following marking and labeling requirement:
 1. Its correct and registered trade name or brand name;
 2. Its duly registered trademark
- The BAC clarified that the abovementioned requirements are applicable to the item and the brand being offered should be registered in IPO
- Prospective bidder clarified if there is a required color of the flash drive.
 - The Committee mentioned that there is no specific color required.

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| <p>BID FORMS</p> | <p>Pages 42-45 Bid Form</p> <ul style="list-style-type: none"> ➤ The Committee highlighted with the bidders to use the Bid Form and the Schedule of Prices. ➤ Other forms, as enumerated under Section VIII of the bidding documents were presented, as well as the manner of accomplishing the forms. <hr/> <p>Pages 46-48 Omnibus Sworn Statement</p> <ul style="list-style-type: none"> ➤ The Committee emphasized to use the new Omnibus Sworn Statement contains eleven (11) clauses. Following the latest version of the bidding documents, the Committee encourages the bidders to use the prescribed forms. |
| <p>III. OTHER MATTERS</p> | |
| <p>OTHER MATTERS</p> | <ul style="list-style-type: none"> ➤ The Committee reminded the bidders to submit a clarification letter for better understanding on or before the deadline. ➤ The Single Year Framework Agreement together with other forms and part of the Bidding Documents were also discussed by the Committee. |
| <p>CERTIFICATION</p> | <p>We certify that the foregoing is the true account of the Prebid Conference conducted on December 7, 2020.</p> |
| <p>ADJOURNMENT</p> | <p>Having no other matters for discussion, the meeting was adjourned at 12:00 PM.</p> |
| <p>PREPARED BY</p> | <p>BAC Support:</p> <p style="text-align: center;">PAUL ARMAND A. ESTRADA BAC - Secretariat</p> <p style="text-align: center;">ERICA B. SANTOS BAC - Secretariat</p> <p style="text-align: center;">ERICA B. SANTOS BAC - Secretariat</p> <p style="text-align: center;">KARLOU BORJA Technical Working Group</p> |

CERTIFIED CORRECT

Bids and Awards Committee I:

JENNELYN SABAREZ
Ad Hoc Representative

JESSICA GAPUZ
Provisional Member

JENNEFER GEMUNIADO
Provisional Member

SHARON BAILE
Vice-Chairperson

PAUL JASPER V. DE GUZMAN
Chairperson