



MINUTES OF MEETING

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| Tuesday, November 03, 2020 | Time: 10:00 AM | Venue: Conference Room B |
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| MEETING CALLED BY | Bids and Awards Committee I | | | | | | | | | | | | | | | | | | | | | | | | |
| TYPE OF MEETING | Pre-Bid Conference | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT | Supply and Delivery of Writing Instruments for the Procurement Service (PS) | | | | | | | | | | | | | | | | | | | | | | | | |
| REFERENCE NO. | PB 20-40-1 | | | | | | | | | | | | | | | | | | | | | | | | |
| ATTENDEES | <p>Bids and Awards Committee I (BAC I)</p> <table><tr><td>Engr. Nicole John Cabueños</td><td>Vice-Chairperson</td></tr><tr><td>Atty. Earvin Jay Alparaque</td><td>Regular Member</td></tr><tr><td>Mr. Arnel Cunanan</td><td>Provisional Member</td></tr><tr><td>Ms. Ana Zosith Cañares</td><td>Ad Hoc Member, PS</td></tr></table> <p>Technical Working Group (TWG)</p> <table><tr><td>Ms. Jennifer M. Ancheta</td><td>TWG</td></tr></table> <p>Secretariat</p> <table><tr><td>Mr. Vincent Joseph D. Disu</td><td>Secretariat-In-Charge</td></tr><tr><td>Ms. Maybelline N. Galang</td><td>Member</td></tr></table> <p>Prospective Bidders</p> <table><tr><td>Ms. Janette Quintinita</td><td>GTK Trading</td></tr><tr><td>Mr. Albert Tanquinctic</td><td>GTK Trading</td></tr><tr><td>Ms. Lhen Villanueva*</td><td>Asiaprime Commodities</td></tr><tr><td>Ms. Juliefer Bareja*</td><td>Centerpoint Sales Trading</td></tr><tr><td>Ms. Janeth Saycon*</td><td>SPH International Corporation</td></tr></table> <p><i>*present via Google Meet</i></p> | Engr. Nicole John Cabueños | Vice-Chairperson | Atty. Earvin Jay Alparaque | Regular Member | Mr. Arnel Cunanan | Provisional Member | Ms. Ana Zosith Cañares | Ad Hoc Member, PS | Ms. Jennifer M. Ancheta | TWG | Mr. Vincent Joseph D. Disu | Secretariat-In-Charge | Ms. Maybelline N. Galang | Member | Ms. Janette Quintinita | GTK Trading | Mr. Albert Tanquinctic | GTK Trading | Ms. Lhen Villanueva* | Asiaprime Commodities | Ms. Juliefer Bareja* | Centerpoint Sales Trading | Ms. Janeth Saycon* | SPH International Corporation |
| Engr. Nicole John Cabueños | Vice-Chairperson | | | | | | | | | | | | | | | | | | | | | | | | |
| Atty. Earvin Jay Alparaque | Regular Member | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr. Arnel Cunanan | Provisional Member | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Ana Zosith Cañares | Ad Hoc Member, PS | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Jennifer M. Ancheta | TWG | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr. Vincent Joseph D. Disu | Secretariat-In-Charge | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Maybelline N. Galang | Member | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Janette Quintinita | GTK Trading | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr. Albert Tanquinctic | GTK Trading | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Lhen Villanueva* | Asiaprime Commodities | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Juliefer Bareja* | Centerpoint Sales Trading | | | | | | | | | | | | | | | | | | | | | | | | |
| Ms. Janeth Saycon* | SPH International Corporation | | | | | | | | | | | | | | | | | | | | | | | | |

PREBID CONFERENCE
PB20-040-1

Project Title : Supply and Delivery of Writing
Instruments for the Procurement Service

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| CALL TO ORDER | <ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:15 AM with the Vice-Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC I, the required quorum has been established. |
| COMPLIANCE TO R.A. 9184 | <p>After having established the required quorum to conduct the pre-bid conference, Secretariat-in-Charge presented the invitation to observers.</p> <ul style="list-style-type: none"> ➤ <i>Notices to the Observers have been sent within the prescribed period, however, the absence of the observers will not sever the activity.</i> |

DISCUSSIONS

| I. HIGHLIGHTS | |
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| DOCUMENTATIONS | <p>The Secretariat discussed the general requirements for government procurement of goods. The following topics were tackled: the purpose of the conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions, timelines and the Secretariat contact details, among others.</p> |
| INVITATION TO BID | <p>SECTION I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p> |
| INSTRUCTION TO BIDDERS | <p>SECTION II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p> |
| BID DATA SHEET | <p>SECTION III</p> <p>ITB Clause 12. 1 (a) (i) Page No. 41</p> |

The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should any of the documents indicated in "Annex A" of the Certificate is not updated, the bidder shall submit the Certificate together with the updated documents.

- The Secretariat emphasized that the PHILGEPS PLATINUM registration to be submitted shall be up to date together with its contents. No attachments shall be allowed for purposes of updating.

ITB Clause 12.1 (a)(ii)
Page No. 42

The bidders SLCC similar to the contract to be bid should have been completed within 5 years prior to the deadline for the submission and receipt of bids.

- A prospective Bidder asked if when is the reckoning date of completed contracts.
- The Vice-Chairperson clarified that the reckoning date of SLCC is the completion date of the project within five (5) years prior to the opening of bids.
- A prospective Bidder asked the contract under framework agreement. It was raised if the BAC will consider their SLCC if the contract was performed and delivered only at 50% of the Purchase Order.
- The Vice-Chairperson clarified that the basis of SLCC is the value completed or the consumed value performed in the contract.

GENERAL CONDITIONS OF THE
CONTRACT

SECTION IV

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

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| SPECIAL CONDITIONS OF THE CONTRACT | <p>SECTION V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p> |
| SCHEDULE OF REQUIREMENTS | <p>SECTION VI Page No. 72</p> <ul style="list-style-type: none"> • A prospective Bidder requested to increase the delivery period from 15 calendar days to 30 calendar days. • The BAC took note of the request. Amendments will be reflected in the bid bulletin to be issued for the project, if approved. |
| TECHNICAL SPECIFICATIONS | <p>SECTION VII</p> <p>Amendments will be reflected in the bid bulletin to be issued for the project.</p> |
| BIDDING FORMS | <p>Section VIII Statement of Completed Similar Contracts Page No. 93</p> <ul style="list-style-type: none"> • The Secretariat reminded the prospective bidders to fill out all the necessary details including the signature of the authorized representative and date of completion. <p>List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not Page No. 94</p> <ul style="list-style-type: none"> • The Secretariat reminded the prospective bidders of the mandatory submission of the form even if there is nothing to declare. The said form shall be signed by an authorized representative. <p>Omnibus Sworn Statement Page No. 90-92</p> <ul style="list-style-type: none"> • It was emphasized that notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding |

PREBID CONFERENCE

PB20-040-1

Project Title : Supply and Delivery of Writing

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documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

All Other Forms

- The Secretariat emphasized that the prescribed bidding forms provided in the bidding documents shall be used by the prospective bidders for their submissions.

Competent Evidence of Identity

- Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidence. Community Tax Certificate (CTC) is not allowed.

| OPEN FORUM | Query | Response | Response by |
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| | <p><i>From: GTK Trading</i></p> <p><i>Raised that on the submission of sample/demo units, ream of paper multi-copy 80gsm is only one (1) for Marker Fluorescent three (3) colors and if one (1) ream of paper is required for Marker, Whiteboard</i></p> | <p><i>The Committee took note of the clarification/query and any amendment, if any, shall be reflected in the Supplemental/ Bid Bulletin to be issued for the project.</i></p> | <p>Engr. Nicole John Cabueños <i>Vice-Chairperson</i></p> |
| | <p><i>From: GTK Trading</i></p> <p><i>Packaging requirement during submission of sample/demo units</i></p> | <p><i>Not required. Complete details of the sticker will be given to the responsive bidder.</i></p> | <p>Engr. Nicole John Cabueños <i>Vice-Chairperson</i></p> |

II. OTHER MATTERS

- OTHER MATTERS
- The Vice-Chairperson reminded the prospective bidders that requests for clarification/s on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the Secretariat on the schedule provided.
 - The TWG presented the matrix of schedule of bidding activities.

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| | <ul style="list-style-type: none"> • The BAC I will issue a bid bulletin to the changes or modification and clarification to be made with regards to the Bidding Documents which will be posted in the Procurement Service website and at any conspicuous place within the premises of the Procuring Entity. • All other pertinent portions of the Pre-Bid Conference were presented and no other clarifications were raised. |
| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 11:06 AM. |
| CERTIFICATION | We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 03, 2020. |
| PREPARED BY | <p>BAC Secretariat</p> <p>SGD. MR. VINCENT JOSEPH D. DISU Secretariat</p> |
| CERTIFIED CORRECT | <p>Bids and Awards Committee I (BAC I)</p> <p>SGD. MS. ANA ZOSITH CAÑARES Ad Hoc Member, PS</p> <p>SGD. MR. ARNEL CUNANAN Provisional Member</p> <p>SGD. ATTY. EARVIN JAY ALPARAQUE Regular Member</p> <p>SGD. ENGR. NICOLE JOHN CABUEÑOS Vice - Chairperson</p> <p><i>-not present-</i> MR. DICKSON PANTI Chairperson</p> |