



MINUTES OF MEETING

Monday, February 22, 2021	10:00 AM	Google Meet / PS Conference Room
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I
TYPE OF MEETING	PRE-BID CONFERENCE
PROJECT	SUPPLY AND DELIVERY OF FOLDER, FANCY WITH SLIDE, LEGAL FOR THE PROCUREMENT SERVICE (PS)
REFERENCE NO.	PB 21-017-1
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE I Engr. Nicole John D. Cabueños Vice-Chairperson Atty. Earvin Jay I. Alparaque Regular Member Arnel B. Cunanan* Provisional Member Ana Zosith A. Cañares Ad Hoc Representative, PS</p> <p>TECHNICAL WORKING GROUP Karlou M. Borja Member (Procurement Division VIII) Engr. Patrick Dave D. Magpantay Member (Procurement Division VIII)</p> <p>BAC SECRETARIAT Barby Ann M. Villamor Member (Procurement Division VI)</p> <p>BIDDER/S Maeah Airocel * Center Point Sales and Trading Inc. Shiela Gale * Asia Prime Commodities Corp. Paul De Castro Advance Paper Corporation Jeric Rianne Watanabe * Citi Minds Marketing</p> <p><i>* Attended through Google Meet</i></p>
CALL OF ORDER	<ul style="list-style-type: none"> The scheduled Pre-Bid Conference was conducted through Video Conferencing via Google Meet and was called to order at 10:05 AM with the Chairperson presiding. The Chairperson acknowledged the presence of the attendees. Invitation to the observers has been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the Chairperson stated that there is compliance with the requirement under the rule. Thereafter, having established the required quorum the Chairperson proceeded with the scheduled Pre-Bid Conference and instructed the BAC Secretariat to proceed with the pre-bid presentation.

**HIGHLIGHTS OF
ACTIVITY**

- The Chairperson reminded all who attended that the activity is on record. Attendees have no objection.
- The BAC Secretariat proceeded with the discussion of the following:

GENERAL REQUIREMENTS OF GOVERNMENT PROCUREMENT

- Purpose
- Note that any statement issued shall not modify the terms, unless in writing and issued through Supplemental Bulletin.

ELIGIBLE BIDDERS

- At least 60% Filipino
- Foreign bidders under stated conditions

TECHNICAL COMPONENT

- For Legal Documents

1. PhilGEPS Certificate

The Secretariat reminded prospective bidders that they must submit a valid certificate and be updated with Platinum Membership.

2. Registration Certificate from SEC, DTI (for Sole Proprietorship), or CDA (for Cooperatives)

3. Mayor's or Business Permit

The Secretariat reminded prospective bidders that it must be updated. In certain cases, the Procuring Entity is allowed to accept a copy of the recently expired mayor's or business permit and the official receipt as proof of application and payment for the renewal of the permit will suffice. Subject to submission of the Mayor's Permit after award of contract.

4. Tax Clearance.

The Secretariat reminded prospective bidders that it must be updated. Also reminded the prospective bidders that submission of BIR receipt for renewal of Tax Clearance will not suffice in lieu of valid Tax Clearance Requirement since substitution is not allowed under Section 34.2 of the IRR of RA 9184. Submission of Provisionary Tax Clearance issued by the BIR for bidding purposes is not acceptable form of Tax Clearance (GPPB Resolution No. 01-2014).

➤ For Technical Documents

1. Statement of Ongoing and Completed Contracts

The Secretariat emphasized that the form of the above requirement can be found in the Annex "C-1" of the posted bidding documents. It is the statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (Sec. 23.1 (a) (iv), IRR of RA 9184. The signature/name of the bidder's authorized representative must be indicated and the same must be dated.

2. Statement of Single Largest Completed Contract Similar to the Contract to be Bid

The Secretariat stated that the form of the above requirement can be found in the Annex "C" of the posted bidding documents. The similar contract must be those in Section VIII, Annex "K" but may include other contracts similar to those classified as Cleaning Supplies. And must be completed within five (5) years from prior to the deadline and receipt of bids. 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. The signature/name of the bidder's authorized representative must be indicated and the same must be dated.

3. Bid Security

The Secretariat stated that the prospective bidder has three options in complying the said requirement. First in the payment of the cash, manager's/cashiers' check, etc. equivalent to 2% of the ABC, or the submission of surety bond callable upon demand equivalent to 5% of the ABC, or the submission of the Bid Securing Declaration (BSD) found in the bidding documents attached as Annex "H". The bid and bid security shall be valid until 120 calendar days from the opening of bids. BDS must be signed by the bidder's authorized representative and the same must be notarized.

4. Statement of Compliance with the Technical Specifications

Further discussed by the TWG-in-Charge

5. Statement of Compliance with the Delivery Schedule

Further discussed by the TWG-in-Charge

6. Omnibus Sworn Statement

The Secretariat stated that the form of the above requirement can be found in the Annex "B" of the posted bidding documents. Also emphasized declaration no. 11 requiring bidders to provide contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where PS BAC and PS notices may be transmitted. Reminded that the notice/s transmitted in any of the telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act 9184 shall commence from receipt thereof. The form must be signed by the authorized representative and the same must be notarized.

➤ Financial Document

1. Audited Financial Statement

The Secretariat stated that it must be stamped received by the BIR.

2. Net Financial Contracting Capacity (NFCC) or the Committed Line Credit.

The Secretariat stated that prospective bidders may opt to submit either of the following requirements.

➤ Class "B"

1. Joint Venture Agreement

The Secretariat stated that the form of the above requirement can be found in the Annex "E" of the posted bidding documents.

FINANCIAL COMPONENT

1. Financial Bid Form

The Secretariat stated that the form can be found in Annex "A" of the bidding documents. The bidder must indicate the unit price, total price and total price in words in the form. Also, reminded the bidders that failure to sign each and every page of the form including the Scheduled of prices shall be a ground for the rejection of the bid. The form must be signed by the bidder's authorized representative and the same must be dated. It must also be specific to the project.

2. Price Schedules

The Secretariat stated that the form can also be found in the bidding documents after the Financial Bid Form. The form must be signed by the bidder's authorized representative and the same must be dated.

SEALING AND MARKING OF BIDS

The Secretariat discussed the recommended way of sealing and marking of bid proposals for easy identification.

- The Secretariat also enumerated the documents required to be submitted during post-qualification period under BBS Clause 20.2 as well as during the issuance of the Notice of Award. Also discussed were the common grounds for disqualification.
- Having no other clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the following:

1. Statement of Compliance with the Delivery Schedule

The TWG-in-charge explained the details of the requirement which can be found in Sec. VI of the bidding documents. The form must be signed by the bidder's authorized representative and the same must be dated. TWG reminded prospective bidders that they are required to submit four (4) pieces of samples for each lot on or before the deadline of submission of bids.

2. Statement of Compliance with the Technical Specifications.

The TWG-in-charge explained that details of the requirement can be found in Sec. VII of the bidding documents. The TWG reminded prospective bidders not to forget to indicate the word "comply" in the parameter of the Technical Specifications under the Bidder's Statement of Compliance portion. The form must be signed by the bidder's authorized representative and the same must be dated.

The TWG-in-charge also explained the Additional Requirement on Packaging and Marking/Labeling based on TSRC Resolution No. 19-005.

	<p>BIDDER'S CLARIFICATIONS/QUERIES</p> <ul style="list-style-type: none"> • Advance Paper Corporation <p>Q: Asked if the three (3) months revolving stocks can be relax in the last quarter of the framework agreement.</p> <p>A: The Committee took note of the clarification. Amendment, if any, will be issued through Bid Bulletin.</p> <ul style="list-style-type: none"> ▪ Having no other concerns from the prospective bidders either the physical and online attendees the BAC Secretariat presented the timeline of the bidding activities. Reminded the prospective bidders that they are required to pay for the bidding documents fee on or before the deadline for submission of bid as indicated in the Invitation to Bid to be an eligible bidder. ▪ The Chairperson also stated that the bidder may still send their clarifications to the BAC until the deadline of clarifications as indicated in the bidding documents and that BAC response will be posted through a bid bulletin. • The Chairperson reminded the 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 BAC on the schedule provided. 				
ADJOURNMENT	<ul style="list-style-type: none"> • Having no other matters for discussion, the meeting was adjourned at 11:10 AM. 				
CERTIFICATION	<ul style="list-style-type: none"> • We certify that the foregoing is a true account of PRE-BID CONFERENCE conducted on Monday, February 22, 2021. 				
PREPARED BY	<p>SGD. BARBY ANN M. VILLAMOR Secretariat</p>				
CERTIFIED CORRECT	<p>BIDS AND AWARDS COMMITTEE I:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <p>SGD. ANA ZOSITH A. CAÑARES Ad Hoc Representative, PS</p> </td> <td style="width: 50%; text-align: center;"> <p>SGD. ARNEL B. CUNANAN Provisional Member</p> </td> </tr> <tr> <td style="text-align: center;"> <p>SGD. ATTY. EARVIN JAY I. ALPARAQUE Regular Member</p> </td> <td style="text-align: center;"> <p>SGD. ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p> </td> </tr> </table>	<p>SGD. ANA ZOSITH A. CAÑARES Ad Hoc Representative, PS</p>	<p>SGD. ARNEL B. CUNANAN Provisional Member</p>	<p>SGD. ATTY. EARVIN JAY I. ALPARAQUE Regular Member</p>	<p>SGD. ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p>
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