



Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Friday, January 18, 2019 10:00 AM MEETING ROOM I

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	<i>Supply and Delivery of Multi Media Projector for the Procurement Service (PS)</i>	
REFERENCE NO.	PB 19-008-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Mr. Webster M. Laureñana Atty. Divina Gracia A. Bacal Ms. Barby Ann M. Villamor Ms. Rodevie L. Cruz	Chairperson Vice-Chairperson Regular Member Provisional Member/PMO-in-Charge Ad Hoc Representative
	Procurement Division X Ms. Maricel R. Vergel de Dios Ms. Jennifer M. Ancheta Mr. Jack G. Mercado	Secretariat Member Member
	Mr. Jayson C. Erquiza Engr. Chamel Fiji C. Melo	Member Member
	Bidder Mr. Caesar Ramones Mr. Xyrel John Balentoza Mr. Mark Hinlo Mr. David Versola Mr. Boks S. Bonaobra Ms. Janine Concepcion Ms. Aissa Chan Mr. Paul Cortez	ASI ATI IMATECH IMATECH IMATECH LNSI CTI CTI



CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.
---------------	---

DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none"> • The Chairperson stated that since all the Bidders are familiar with the government procurement, he instructed the BAC Secretariat to proceed with the discussion of Bid Data Sheet and continued by the TWG Member. The bidders acknowledged it.
INVITATION TO BID	"NO DISCUSSION"
INSTRUCTION TO BIDDERS	"NO DISCUSSION"
	<p>SECTION III ITB Clause 5.4 Page 38</p> <p>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 fifty percent (50%) of the. <i>Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</i></p>
BID DATA SHEET	<ul style="list-style-type: none"> • <i>A prospective bidder asked the Committee regarding the definition of the similar project would refer to as audio vision?</i> <ul style="list-style-type: none"> • <i>The Chairperson instructed the prospective bidder to put the query in writing for discussion of BAC. The prospective bidder acknowledged it.</i> <p>SECTION III ITB Clause 12.1 (a)(i) Page 39</p> <p>2. 2018 Mayor's Permit with attach Renewal Application for 2019 Mayor's Permit.</p>

- **A prospective bidder asked the Committee regarding the Mayor's Permit, since there still no issuance of the official receipt for their application for renewal?**
 - *The Chairperson answered that they can attach their renewal application form with the old 2018 Mayor's Permit. The prospective bidder acknowledged it.*

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	MULTIMEDIA PROJECTOR, DLP or LCD, 4000 ANSI lumens (min.), with wall or tripod screen, 1 unit per box	₱ 591,630.00	₱ 1,479,075.00	Please see Section VIII attached as Annex "H"

- **A prospective bidder asked if they can re-type the Bid Securing Declaration Form?**
 - *The Chairperson answered that they can re-type the Bid Securing Declaration Form but make sure not to omit anything. The prospective bidder acknowledged it.*

SECTION III
ITB Clause 29.2
Page 42

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.

	<ol style="list-style-type: none"> 2. Submission of pieces of evidence¹ as proof of compliance with the bidder's actual offer, if applicable. 3. Latest Income Tax Returns for year 2017 (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. 5. Valid PhilGEPS Registration Certificate with its updated Annex A, if bidder opted to submit the eligibility documents under the Certificate during opening of bids. <ul style="list-style-type: none"> • <i>The Chairperson asked the prospective bidders if their Philgeps are valid and updated?</i> • <i>The prospective bidder answered their concerned was on the Mayor's Permit only.</i>
GENERAL CONDITIONS OF CONTRACT	"NO DISCUSSION"
	<p>SECTION V SCC Clause 17.3 Page 67</p>
SPECIAL CONDITIONS OF CONTRACT	<p>Warranty Retention:</p> <p>One (1) year for Lot No. 1 after acceptance by the Procuring Entity of the delivered Goods.</p> <ul style="list-style-type: none"> • The BAC Secretariat stated the warranty retention for the said project.

SECTION VI
Page 69-70

SCHEDULE OF REQUIREMENTS

LOT NO.	QUANTITY	ITEM DESCRIPTION
1	1,517 units	MULTIMEDIA PROJECTOR, DLP or LCD, 4000 ANSI lumens (min.), with wall or tripod screen, 1 unit per box
DELIVERY SCHEDULE		QUANTITY
1st	within 30 calendar days from receipt of NTP	267
2nd	within 30 calendar days thereafter	250
3rd	within 30 calendar days thereafter	250
4th	within 30 calendar days thereafter	250
5th	within 30 calendar days thereafter	250
6th	within 30 calendar days thereafter	250
		1,517

- The BAC Secretariat 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.
- **A prospective bidder clarified the 30 calendar days might be affected due to the Chinese New Year holidays.**
 - *The Vice Chairperson answered that issuance of Notice of Award for the project would be early on March so the 30 calendar days would not be affected.*
- **A prospective bidder clarified when they can the demo unit be pulled out?**
 - *The Chairperson answered that after the delivery of all units, they can pull out the demo unit.*

TECHNICAL SPECIFICATIONS

SECTION VII
Page 75-84

- The BAC Secretariat discussed the Technical Specification lot and advised the bidders to complete the information needed. .

	<ul style="list-style-type: none"> • A prospective bidder stated that the budget was too narrow for specs of Lumens:4000 ANSI, budget for this specs would be maximum of Php 28,000.00. They proposed that the given ABC for this project for each unit would be suited for Lumens:3800 ANSI. <ul style="list-style-type: none"> • <i>The Committee took note of it.</i> • A prospective bidder stated that they can comply with the specs of Lumens:4000 ANSI at the given ABC of the project. <ul style="list-style-type: none"> • <i>The Committee took note of it.</i> • A prospective bidder suggested that they can offer a 70x70 wall or tripod screen, since the spec is minimum to 60x60. <ul style="list-style-type: none"> • <i>The Committee acknowledged the suggestion.</i> • A prospective bidder clarified for accounting purposes, that the two (2) year warranty on parts and service except for the lens. Ninety (90) calendar days or five hundred () hours warranty on lamp whichever comes first and while for warranty retention it is stated that one (1) year after acceptance by the Procuring Entity of the delivered Goods. <ul style="list-style-type: none"> • <i>The Committee took note of it.</i>
	<ul style="list-style-type: none"> • A prospective bidder asked the other bidders if they can comply with the specification of Lumens:4000 ANSI? <ul style="list-style-type: none"> • <i>The Committee asked the bidders regarding this matter, some of the bidders answered that they can comply with the specs and some are still undecided and need further verification from their company.</i>
<p>BIDDING FORMS</p>	<p>SECTION VIII Page 75-100</p> <ul style="list-style-type: none"> • The BAC Secretariat presented and discussed the contents of the Bidding Forms.

II. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> • The BAC Secretariat reminded the bidders for the markings and packaging of the bid proposals. • The BAC Secretariat discussed the timeline of the project. • The BAC Secretariat took note of some addendum I (e.g. service center) and it will be all reflected in the Supplemental Bid Bulletin.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:55 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Friday, January 18, 2019.
PREPARED BY:	(SGD) MARICEL R. VERGEL DE DIOS Secretariat
	(SGD) RODEVIE L. CRUZ Provisional Member for CUSE (SGD) BARBY ANN M. VILLAMOR Provisional Member/PMO-in-Charge
CERTIFIED CORRECT	<i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member/Legal (SGD) WEBSTER M. LAUREÑANA Vice-Chairperson (SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X