



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



## MINUTES OF MEETING

Wednesday, 20 March 2018	2:00 PM	Conference Room B
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<b>MEETING CALLED BY</b>	<b>Bids and Awards Committee VIII</b>	
<b>TYPE OF MEETING</b>	<b>Pre-Bid Conference</b>	
<b>PROJECT</b>	<b>Reference No.</b>	<b>Project Title</b>
	PB No. 19-078-8:	<b>Supply and Delivery of Note Pad, 2" x 3" for the Procurement Service</b>
	PB No. 19-079-8:	<b>Supply and Delivery of Note Pad, 3" x 3" for the Procurement Service</b>
	PB No. 19-080-8:	<b>Supply and Delivery of Note Pad, 3" x 4" for the Procurement Service</b>
	PB No. 19-094-8:	<b>Supply and Delivery of DVD Rewritable for the Procurement Service</b>
<b>ATTENDEES</b>	<b>Bids and Awards Committee VIII</b>	
	Engr. Jaime M. Navarrete, Jr.	Chairperson
	Mr. Joseph P. Balagtas	Vice Chairperson
	Ms. Mary Norma E. Calderon	Provisional Member
	<b>Procurement Division VIII</b>	
	Mr. Paul Armand A. Estrada	Member
	Ms. Jammie Rae T. Baluyot	Member
	Mr. Mark John O. Nofies	Member
	<b>Bidder(s)</b>	
	Ms. Angelica Yumul	LSG
	Ms. Anton Ursais	3M
	Mr. Mary Ann Demition	3M
	Ms. Chel dela Cruz	3M
	Mr. Chris Ilagan	3M
	Mr. Louis Alcongell	Unimasters
	Mr. Mark Anthony Lanario	Minnesota
	Mr. Paul de Castro	Advance Paper
	Mr. Joshua Uy	3M
	Ms. Krish Gagnani	FineKrish



	Mr. Ishu Gagnani Ms. Maeah Airocel Isidro Mr. Normando Martin	FineKrish CPSTI FreshMango
CALL TO ORDER	The scheduled Pre-Bid Conference started at 2:40 PM 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 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	
INVITATION TO BID	No further clarification.
INSTRUCTION TO BIDDERS	No further clarification.
BID DATA SHEET	<p>Page 38 BDS Clause 5.4</p> <p>xxx The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at <b>least twenty five percent (25%) for each lot. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</b> xxx</p> <ul style="list-style-type: none"> <li>• The Representative from Minnesota Trading inquired if a Single Largest Contract from their sister company will be acceptable.</li> <li>➤ The Committee replied in negative. The contracting party declared in the single largest completed contract and the bidder must be the same.</li> <li>• The Representative from LSG requested to be clarified if single largest contract under Vendor Management Inventory (VMI) terms with their suppliers will be acceptable.</li> <li>➤ The Committee clarified that as long as the contract is already consumed, it is acceptable.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Representative from LSG requested to be the clarified if it is acceptable to submit the same single largest contract for all the projects with Note</li> </ul>

	<p>Pads.</p> <ul style="list-style-type: none"> <li>➤ The Committee replied in affirmative. The bidder may submit the same contract for the note pads, considering the items are similar in nature.</li> <li>• The Representative from Advance Paper Corp. manifested that a supplier cannot use the same contract for different projects at the same time.</li> <li>➤ The Committee took note of the concern for discussion with the Legal.</li> </ul> <hr/> <p>Page 42 Clause 29.2 Item 2</p> <p>xxx <b>Submission of pieces of evidence as proof of compliance with the bidder's actual offer, if applicable.</b> xxx</p> <ul style="list-style-type: none"> <li>• The Representative from 3M requested to be clarified on the provision under the Post Qualification document.</li> <li>➤ The Committee clarified that the submission under item 2 is a proof of the Compliance with the Technical Specifications. This may be supported by brochure, technical data sheets or any proof of compliance for the requirement. Further, the Committee emphasized that submission of sample for testing will be required.</li> <li>• The same Representative asked if bidders have to submit proof of authenticity for the requirement on the same item under BDS 29.2 to prevent counterfeited items.</li> <li>➤ The Committee clarified that they may require a Certificate of Distributorship coming from the Manufacturer to ensure that all items are original.</li> </ul>
<p><b>GENERAL CONDITIONS OF THE CONTRACT</b></p>	<p>No further clarification.</p>
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>Page 62 Clause 1.1(k)</p> <p>xxx <b>The Project Sites are:</b></p> <p><b>PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.</b></p> <p>xxx</p>

	<ul style="list-style-type: none"> <li>• The Representative from 3M requested to be clarified regarding the Project Sites and details of the schedule of requirement. They informed the Committee that there is a cost implication on the delivery of goods to PS Depots.</li> <li>➤ The Chairperson took note of all the concerns for discussion with the WALD.</li> </ul>
<p style="text-align: center;"><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>Page 69 Delivery Schedule</p> <p style="text-align: center;">xxx <b>1<sup>st</sup> within 30 calendar days from receipt of NTP</b> xxx</p> <ul style="list-style-type: none"> <li>• The Representative from FineKrish requested for an amendment of the delivery schedule particularly on the first tranche, from 30 Calendar Days to 60 Calendar Days.</li> <li>➤ The Committee emphasized that these items are out of stock and PS is in immediate need of the items.</li> <li>➤ The Chairperson encouraged the bidder to put the request in writing for discussion of the BAC.</li> <li>• The Representative from Unimasters asked if PS has the possibility to request stocks beyond the quantities for 3 months.</li> <li>➤ The Chairperson replied in the negative.</li> </ul> <p style="text-align: center;">xxx <b>NOTE PAD, stick-on, 70gsm (min.), 50mm x 76mm (2"x 3"), 100 sheets per pad, 12 pads per pack</b> xxx</p> <ul style="list-style-type: none"> <li>• The Representative from LSG requested to be clarified if quantity per packaging should be consistent during the delivery.</li> <li>➤ The Committee clarified that quantities which do not fall evenly may be adjusted in the packaging, otherwise, the original packaging requirement will be maintained.</li> <li>• The Representative from 3M requested to be clarified on the manner of submission of sample.</li> <li>➤ The Committee encouraged the bidders to call the attention of any PD VIII member to properly receive the samples before the Opening of Bids.</li> <li>➤ The Secretariat reminded the bidders of the required revolving stocks for both projects.</li> </ul>

## TEST PROCEDURE FOR NOTE PAD, STICK-ON (INTERIM)

XXX

### D. Lay-Flat Test:

XXX

#### 2. Procedure (45° and 90°)

XXX


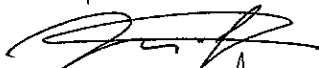




### TECHNICAL SPECIFICATIONS

- The Representative from 3M requested to be clarified on the pressure of peeling off the Note-Pad.
- The Committee clarified that sheets will be pulled off randomly. The normal pressure will be applied similar to how the item is peeled off when used.
- The Chairperson clarified the manner of peeling off the Note Pad from different angles (45 degrees and 90 degrees) as required and stated on the test procedure. The same also clarified the manner of doing the lay flat test.
- The Representative from 3M requested to be clarified on the speed of peeling off the sheets of Note Pad. The same manifested that it may affect the adhesion of the item.
- The Chairperson replied that the manner will be of standard speed and the members to conduct the test will ensure smooth procedure.
- The Chairperson also clarified the manner of paper bend test for clarity among the bidders.
- Representative from 3M asked the location of the conduct of testing and requested to be clarified if the same will be open for witnesses.
- The Chairperson clarified that Note Pads will be tested in-house, meaning only at the Procurement Service. All the qualified bidders will be invited to witness and attend the testing of the item.
- The Chairperson reiterated that all sheets must pass without tolerance level to the given sample. This means that all sheets to be conducted under the test procedure must pass the evaluation. A negative determination may result for the disqualification of the proposal.

### III. OTHER MATTERS

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- The Secretariat reminded the bidders to be careful on the submission of competent evidence of identity.
- The Representative from 3M requested to be clarified on the submission of ITR and AFS. They asked if 2018 AFS is required in the provision.
- The Committee clarified that for the purposes of this bidding, the BAC will require the submission of 2017 AFS.
- The Representative from 3M requested to be clarified on the PhilGEPS

	<p>certificate – if separate documents for the attach</p> <ul style="list-style-type: none"> <li>➤ The Secretariat reiterated that a submission of PhilGEPS Platinum Certificate will suffice all the required documents as long as all the attachments are updated.</li> <li>➤ The Secretariat also reminded the bidders that all submissions – bid envelopes and samples will be submitted at the second floor of PS.</li> <li>• Representative from Advance Paper asked if they could only submit one Technical document for the three note-pads projects and with different financial proposals to encourage efficiency and reduce paper works.</li> <li>➤ The Chairperson took note of the concern for discussion with the Legal member.</li> </ul>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 3:45 PM.
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Prebid Conference conducted on March 20, 2019.
<b>PREPARED BY</b>	<p><b>PROCUREMENT DIVISION VIII:</b></p> <p>  <b>MS. JAMILLE RAE T. BALUYOT</b>  Secretariat</p> <p>  <b>ENGR. MARK JOHN O. NOFIES</b>  TWG</p> <p>  <b>MR. PAUL ARMAND A. ESTRADA</b>  Member</p>
<b>CERTIFIED CORRECT</b>	<p><b>BIDS AND AWARDSS COMMITTEE VIII:</b></p> <p>  <b>MS. MARY NORMA E. CALDERON</b>  Provisional Member</p> <p>  <b>MR. JOSEPH P. BALAGTAS</b>  Vice Chairperson</p> <p>  <b>ENGR. JAIME M. NAVARRETE, JR.</b>  Chairperson</p>