



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



## MINUTES OF MEETING

Monday, March 25, 2019	10:00 AM	Meeting Room 1
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE X</b>
TYPE OF MEETING	<b>PRE-BID CONFERENCE</b>
PROJECT	<b>SUPPLY AND DELIVERY OF DOUMENT CAMERA FOR THE PROCUREMENT SERVICE (PS)</b>
REFERENCE NO.	<b>PB 19-104-10</b>
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE X</b> Engr. Pablo Roman C. Andres Webster M. Laureñana Maricel R. Vergel de Dios Rodevie L. Cruz</p> <p><b>PROCUREMENT DIVISION X</b> Jayson C. Erquiza Jennifer M. Ancheta Barby Ann M. Villamor</p> <p><b>BIDDER/S</b> Elizabeth P. David Noel Asilo Exon Euzaga Jayson Miranda Lara Gonzales Paul Cortez</p> <p>Chairperson Vice –Chairperson Provisional Member / PMO-in-Charge Ad Hoc Representative, PS</p> <p>TWG-in-Charge Member Secretariat</p> <p>The Brain Computer Corp. The Brain Computer Corp. Mega Gakken Philippines Inc. Pantronics International Corp. Columbia Technologies Inc.</p>
CALL OF ORDER	<ul style="list-style-type: none"><li>• The scheduled <b>Pre-Bid Conference started at 10:05 AM</b> with the Chairperson presiding.</li><li>• The Chairperson acknowledged the presence of the attendees.</li><li>• Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference.</li></ul>

HIGHLIGHTS OF ACTIVITY

- Having established the required quorum, the Secretariat proceeded with abovementioned activity.
  
- The Chairperson asked the prospective bidder if they are already familiar with the requirements of government procurement so as to shorten the presentation and proceed with the discussion of the essential parts of the bidding documents. The prospective bidders agreed with it and instructed the Secretariat to start the discussion with the list/contents of bid proposal to be submitted by the prospective bidder.
  
- As instructed by the Chairperson the Secretariat proceeded with the discussion of the following:
  - **Contents of First Envelope:**
    - Authority of Signatory
    - PhilGEPS Certificate
    - Statement of Single Largest Completed Contract
    - Statement of all on-going contracts and awarded but not yet started contracts
    - NFCC or Credit Line
    - JVA if applicable
    - Bid Security
    - Statement of Compliance with the Delivery Schedule
    - Statement of Compliance with the Technical Specifications
    - Bidder's Omnibus Sworn Statement
  
  - **PhilGEPS Certificate**  
**BDS Clause 12.1 (a)(i)**  
The Secretariat clarified to the prospective bidder that in case the Annex A of PhilGEPS Certificate is not updated they may still opt to submit a certified true copies of the updated documents. But the bidder shall submit valid PhilGEPS Registration Certificate with its updated Annex A as part of Post-qualification documents.
  
  - **Statement of Single Largest Completed Contract**  
**BDS Clause 5.4**  
The Secretariat stated that as defined in the above stated clause the similar contract shall be at least fifty percent (50%) of the ABC. The Secretariat presented to the prospective bidder the prescribed form for the SLCC. Attached as Annex "C" in Section VIII. Bidding Forms.  
  
The prospective bidders may refer to Annex "I" of the bidding documents for the definition of similar contract.  
  
The Secretariat presented that the item for bid falls under the category of "IT PRODUCTS".

- The following are the clarifications, questions or queries of the prospective bidders as to the similar contract:

- The representative from Pantronics International Corp.& Gakken Philippines Inc. requested to change the single similar contract to aggregate contracts.

The Chairperson took note of the request and will be further discuss with the BAC members.

- The representative from Pantronics International Corp. clarified if the CCTV products are considered as IT products.

As responded by the Chairperson the CCTV products fall under the category of Security/Surveillance products.

- **Statement of All On-Going but not yet Started Contracts**

**BDS Clause 12.1 (a) (ii)**

The Secretariat stated that the bidder must submit statement of all ongoing contracts and awarded but not yet started contracts which may or may not be similar to the project as of the day before the deadline of submission of bids. Attached as Annex "C-1" in Section VIII. Bidding Forms

- **NFCC or Credit Line**

The Secretariat stated that the bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid. If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid.

- **Bid Security**

**BDS Clause 18.1**

The Secretariat stated the corresponding forms and amounts for the Bid Security requirements.

The Secretariat stated that if the bidder opts to submit a Bid Securing Declaration they must use the prescribe form as indicated in the bidding document. Attached as Annex "H" in Section VIII. Bidding Forms

- **Bidder's Omnibus Sworn Statement**

The Secretariat presented to the prospective bidder the prescribe form for the above stated requirement. Attached as Annex "B" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the contents of Second Envelope:

- **Contents of Second Envelope:**

- The Secretariat presented the Bid Form to the prospective bidders. Attached as Annex "A" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the Post Qualification requirements:
  - **Post Qualification Requirements**  
The Secretariat presented to the prospective bidder the requirements for the Post Qualification as stated in the BDS Clause 29.2.
- Having no clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the following:

➤ **Timeline:**

Last day of Submission of Written Clarification	<b>March 27, 2019</b>
Last day of Issuance of Bid Bulletin	<b>April 01, 2019</b>
Deadline for Submission	<b>Monday, April 08, 2019; 10:00AM</b>
Opening of Bids	<b>Immediately after the Deadline of Submission of Bids</b>

- **Project Sites**  
**SCC Clause 1.1 (k)**  
The TWG-in-Charge stated the prescribe delivery sites.
- **Warranty Retention**  
**SCC Clause 17.3**  
The TWG-in-Charge stated the requirement for warranty retention.
- **Statement of Compliance with the Delivery Schedule**  
The TWG-in-Charge stated the delivery schedule for the project and the requirement for the submission of sample/demo units. The TWG-in-Charge clarified that the Sample/Demo unit must be equally the same to the unit to be delivered if it was awarded to them.
- **Statement of Compliance with the Technical Specifications**  
The TWG-in-Charge presented to the prospective bidders the Technical Specifications of the Document Camera.  
  
The TWG-in-Charge discussed to the prospective bidders the requirements for the “Marking/Labeling”; he reiterated that they must conform with the Consumer Act of the Phil. (RA 7394) specifically to Article 77. Presented to the prospective bidders the Article 77 of the said Republic Act.
- The following are the clarifications, questions or queries of the prospective bidders as to the Technical Specifications:
  - All prospective bidders requested to revise the “Color black and white balance and negative effects” to “Color black and white and negative effects”.

	<ul style="list-style-type: none"> <li>➤ All prospective bidders requested to revise the term “Time” to “Timer” for controlling the pace of the presentation.</li> <li>➤ All prospective bidders requested to remove the “microscope/lens adaptor as this is only an optional accessory. The lens is costly and they cannot meet the ABC if the accessory will be retained.</li> </ul> <ul style="list-style-type: none"> <li>• The BAC X took note of all the requests/clarifications of the prospective bidders and will be further discussed with the BAC members.</li> <li>• The BAC X 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.</li> </ul>
ADJOURNMENT	<ul style="list-style-type: none"> <li>• Having no other matters for discussion, the meeting was adjourned at <b>10:35 AM.</b></li> </ul>
CERTIFICATION	<ul style="list-style-type: none"> <li>• We certify that the foregoing is true account of <b>PRE-BID CONFERENCE</b> conducted on Monday, March 25, 2019.</li> </ul>
PREPARED BY	<p><b>(SGD) BARBY ANN M. VILLAMOR</b> Secretariat</p>
CERTIFIED CORRECT	<p><b>(SGD) RODEVIE L. CRUZ</b> Ad Hoc Representative, PS</p> <p><b>(SGD) MARICEL R. VERGEL DE DIOS</b> Provisional Member / PMO-in-Charge</p> <p><i>(not present)</i></p> <p><b>ATTY. DIVINA GRACIA A. BACAL</b> Regular Member</p> <p><b>(SGD) WEBSTER M. LAUREÑANA</b> Vice-Chairperson</p> <p><b>(SGD) ENGR. PABLO ROMAN C. ANDRES</b> Chairperson</p>