



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



# MINUTES OF MEETING

Monday, April 29, 2019

3:30 PM

CONFERENCE ROOM C

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE IX</b>																																						
<b>TYPE OF MEETING</b>	<b>PREBID CONFERENCE</b>																																						
<b>PROJECT</b>	<b>Supply, Delivery and Installation of Office Furniture and Fixtures for the Department of Education</b>																																						
<b>REFERENCE NO.</b>	<b>PUBLIC BIDDING NO. 19-139-9</b>																																						
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee VII</b></p> <table> <tr> <td>Engr. Ian T. Fajarito</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Ma. Jennifer R. Jimenez</td> <td>Vice – Chairperson</td> </tr> <tr> <td>Atty. Geanellie M. Cabrera</td> <td>Regular Member</td> </tr> <tr> <td>Vincent Joseph D. Disu</td> <td>Provisional Member, PS (PMOIC)</td> </tr> </table> <p><b>Procurement Division IX</b></p> <table> <tr> <td>Kristine Joy G. Delos Santos</td> <td>Secretariat</td> </tr> </table> <p><b>Bidders:</b></p> <table> <tr><td>1. Mr. Anthony U. Tiu</td><td>IKF</td></tr> <tr><td>2. Ms. Argem T. Somes</td><td>Gemstone</td></tr> <tr><td>3. Ms. Lhen Villanueva</td><td>Asia Prime</td></tr> <tr><td>4. Ms. Kim Castro</td><td>Asia Prime</td></tr> <tr><td>5. Ms. Marina Lumbob</td><td>IQDC</td></tr> <tr><td>6. Ms. Giselle Amador</td><td>IQDC</td></tr> <tr><td>7. Ms. Enony P. Gutierrez</td><td>Design Excellence</td></tr> <tr><td>8. Ms. Rosemarie Dela Cruz</td><td>AGMI</td></tr> <tr><td>9. Mr. JC Tungol</td><td>AGMI</td></tr> <tr><td>10. Ms. Lovely Alacon</td><td>JECAMS</td></tr> <tr><td>11. Mr. Ronnie Basa</td><td>Distinctive Blinds</td></tr> <tr><td>12. Ms. Chelle De Belen</td><td>AVC International Corp.</td></tr> <tr><td>13. Ms. Mary Dane Carbonel</td><td>Designs &amp; Functions</td></tr> <tr><td>14. Ms. Precilla Manguba</td><td>Designs &amp; Functions</td></tr> </table>	Engr. Ian T. Fajarito	Chairperson	Ms. Ma. Jennifer R. Jimenez	Vice – Chairperson	Atty. Geanellie M. Cabrera	Regular Member	Vincent Joseph D. Disu	Provisional Member, PS (PMOIC)	Kristine Joy G. Delos Santos	Secretariat	1. Mr. Anthony U. Tiu	IKF	2. Ms. Argem T. Somes	Gemstone	3. Ms. Lhen Villanueva	Asia Prime	4. Ms. Kim Castro	Asia Prime	5. Ms. Marina Lumbob	IQDC	6. Ms. Giselle Amador	IQDC	7. Ms. Enony P. Gutierrez	Design Excellence	8. Ms. Rosemarie Dela Cruz	AGMI	9. Mr. JC Tungol	AGMI	10. Ms. Lovely Alacon	JECAMS	11. Mr. Ronnie Basa	Distinctive Blinds	12. Ms. Chelle De Belen	AVC International Corp.	13. Ms. Mary Dane Carbonel	Designs & Functions	14. Ms. Precilla Manguba	Designs & Functions
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<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at 3:30 PM with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC, the required quorum has been established.</li> <li>3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers.</li> <li>4. The Procurement Management Officer-in-charge (PMOIC) presented the general requirements for government procurement.</li> </ol>
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## DISCUSSIONS

I. BID DOCUMENTS	
<b>INVITATION TO BID</b>	<p><b>SECTION I</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<b>INSTRUCTIONS TO BIDDERS</b>	<p><b>SECTION II</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<b>BID DATA SHEET</b>	<p><b>SECTION III</b></p> <ul style="list-style-type: none"> <li>• BDS Clause 29.2 Nos. 2,3,6 and 7 Page 43</li> <li>- <i>It was emphasized that Four (4) BIR Form 2550M and two (2) BIR Form 2550Q must be submitted during the opening of bids.</i></li> <li>- <i>The Annual Financial Statement required for the project shall be for 2018.</i></li> </ul>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	<p><b>SECTION IV</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	<p><b>SECTION V</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<b>SCHEDULE OF REQUIREMENTS</b>	<p><b>SECTION VI</b></p> <p>Page 70</p>

	<p><b>DELIVERY PERIOD</b></p> <p>Within sixty (60) calendar days from receipt indicated in the date of the Notice to Proceed (NTP)</p> <p>X X X</p> <ul style="list-style-type: none"> <li>➤ One (1) of the proponent stated that they can comply with the delivery period while one (1) of the proponent, Designs &amp; Functions requested for sixty (60) <b>working days</b>. The rest of the proponents requested for ninety (90) calendar days delivery period. <ul style="list-style-type: none"> <li>- <i>The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.</i></li> </ul> </li> </ul>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p>Lot No. 1 Page 71-73</p> <p>L Shaped Executive Table</p> <ul style="list-style-type: none"> <li>• 1700 mmL x 1500mmD x 750mmH x 800mmW</li> <li>• Framing: Metal; 3 coats metal enamel, black in color</li> </ul> <ul style="list-style-type: none"> <li>➤ A proponent asked the size and gauge for the framing of metal.</li> <li>➤ Another proponent asked if there is a layout for the L Shaped Executive Table.</li> <li>➤ Another proponent asked for the size of the side table.</li> </ul> <ul style="list-style-type: none"> <li>- <i>The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.</i></li> </ul> <p>Executive Table</p> <ul style="list-style-type: none"> <li>• Varnished: 3 coats</li> </ul> <ul style="list-style-type: none"> <li>➤ A proponent asked for the type of varnish, whether matt or glossy and if there is additional drawer for the executive table.</li> </ul> <ul style="list-style-type: none"> <li>- <i>The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.</i></li> </ul> <p>Executive Chair</p> <ul style="list-style-type: none"> <li>• 600mmL x 480 mmD x 110 mmH</li> </ul> <ul style="list-style-type: none"> <li>➤ The proponent wanted to be clarified on the height of the chair, if from the sit back or from the floor and the tolerance.</li> </ul>

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- Another proponent asked for the type of executive chair, whether leatherette or fabric type and its tolerance.
- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### Visitor's Chair

- 570mmL x 460 mmD x 90 mmH
- The proponent wanted to be clarified on the height of the chair, if from the sit back or from the floor and the tolerance.
- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### Book Shelf (High Cabinet)

- 1600mmL x 450 mm x 180 mmH
- Side, Top and Front Panel:  $\frac{3}{4}$  Kiln Dried Plywood
- Back Panel: 6 mm thk plywood with foot rubbers
- A proponent asked for the sample picture of the specific type of book shelf and the size and thickness of front panel.
- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### Meeting Table

- 1800 mmL x 800 mmD x 800 mmH
- Table Top: 50mm thk Kiln Dried Tanguile Wood
- Legs and Frames: KD Tanguile wood,
- Walnut stain finish, varnished 3 coats
- Finish: Walnut Veneer finish, 0.5mm thk,
- Varnished: 3 coats
- Asked for the thickness of the frame of the table
- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### L Shaped Sofa Set

- 250L(a), 1800L(b) x 870D x 750H
- Wooden based, Fabric Upholstered
- Leatherette, black in color
- A proponent asked if the foams are detachable.

- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### Center Table for L-Shaped Sofa

- 70 mmL x 400mmD x 300 mmH
- Table Top: 20mm Kiln Dried plywood
- Legs and frames: Metal, 3 coats metal finish, black in color
- Finish: walnut Veneer finish, 0.5mm thk
- Varnished, 3 coats

- A proponent asked for the metal finish of the legs and frames, whether enamel or powder coated.

- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### 4-Seater Sofa

- 1900mmL x 550mmD x 750 mmH
- Seat: fabric Upholstered
- Legs and Frames; KD Tanguile wood, Walnut stain finish, varnished 3 coats

- A proponent, Designs and Functions asked for the budget for the price of fabric per yard for the sofa, while the other proponent asked if there would be arm rest for the sofa.

- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### 1-Seater Sofa

- 600 mmL x 550mmD 750mmH
- Seat: Fabric Upholstered

- A proponent asked if there would be armrest for the sofa.

- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

#### Conference Chair

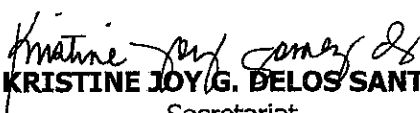




- 54cmL x 50cmW x 92-102cmH

- A proponent asked the tolerance for the conference chair.

- *The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.*

	<p>5-Seater Gang Chair</p> <ul style="list-style-type: none"> <li>• Seat: 6mm thk Hard Plastic with Leather Foam</li> <li>• Framing: Metal, 3 coats metal enamel, black in color</li> </ul> <p>➤ A proponent asked the tolerance for the gang chair.</p> <ul style="list-style-type: none"> <li>- <i>The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.</i></li> </ul> <p>Arm Chair</p> <ul style="list-style-type: none"> <li>• 450 mmL x 450mmD x 700 mmH</li> <li>• Seat and Backrest: 6 mm Thk Hard Plastic</li> <li>• Tablet Arm Chair</li> <li>• Color: Light Blue</li> </ul> <p>➤ A proponent asked the sample picture of arm chair. Another proponent asked for the color shade of light blue.</p> <ul style="list-style-type: none"> <li>- <i>The Committee took note of the request and amendments, if any shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.</i></li> </ul>
<p><b>BID FORMS</b></p>	<p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<p><b>III. OTHER MATTERS</b></p>	
<p><b>OTHER MATTERS</b></p>	<p>1. The following points were also emphasized:</p> <ul style="list-style-type: none"> <li>• For the required Competent Evidence of Identity <ul style="list-style-type: none"> <li>- Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.</li> </ul> </li> <li>• No. 10<sup>th</sup> statement under the Omnibus Sworn Statement <ul style="list-style-type: none"> <li>- It was emphasized that notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10<sup>th</sup> 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 documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.</li> </ul> </li> </ul>

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	<p>2. The PMOIC presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last of written clarifications shall be on May 03, 2019.</p>
<p><b>ADJOURNMENT</b></p>	<p>Having no other matters for discussion, the meeting was adjourned at <b>4:30 PM.</b></p>
<p><b>CERTIFICATION</b></p>	<p>We certify that the foregoing is true account of Prebid Conference conducted on April 29, 2019.</p>
<p><b>PREPARED BY</b></p>	<p><b>Procurement Division IX</b></p> <p>  <b>KRISTINE JOY G. DELOS SANTOS</b>          Secretariat</p>
<p><b>CERTIFIED CORRECT</b></p>	<p><b>Bids and Awards Committee IX (BAC IX)</b></p> <p>  <b>MR. VINCENT JOSEPH D. DISU</b>          Provisional Member          Procurement Management Officer-in-Charge</p> <p>  <b>ATTY. MARY GEANELLE M. CABRERA</b>          Regular Member</p> <p>  <b>MS. MA. JENNIFER R. JIMENEZ</b>          Vice - Chairperson</p> <p>  <b>ENGR. IAN T. FAJARITO</b>          Chairperson</p>

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.