

MINUTES OF MEETING

Friday, 6 December 2019	10:00 AM	Conference Room B
-------------------------	----------	-------------------

MEETING CALLED BY	Bids and Awards Committee VII	I
TYPE OF MEETING	Pre-Bid Conference	
PROJECT	Supply and Delivery of Personal Emergency Kit (Go Bag) for the Office of the Civil Defense (OCD)	
REFERENCE NO.	PB No. 19-333-8	
ATTENDEES	Bids and Awards Committee VI Engr. Jaime M. Navarrete, Jr. Ms. Frances Sofia SJ. De Leon Mr. Christopher B. Gacutan Procurement Division VIII Mr. Paul Armand A. Estrada Ms. Jamille Rae T. Baluyot End User's Representatives Ms. Leilani A. Legaspi Bidder(s) Ms. Mary Jean Gabito Mr. Rene Florendo Ms. Karla Lavarias Mr. Loius Alconcel	Chairperson Provisional Member Ad Hoc Representative, OCD Member Member Office of the Civil Defense SPH International Corp Diamond Supply Chain Oliveros Protective Equipment Unimasters
CALL TO ORDER	The scheduled Pre-Bid Conference Chairperson.	e started at 10:20 AM presided by the
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	Page 43 BDS Clause 29.2 XXX 8. Certification from the Supplier or Manufacturer that the Survival Emergency Signal Light Stick glow duration approximately 12 hours. XXX To include the provision in the requirement. The Clauses under Bid Data Sheet were presented and no further clarification from the bidders.	
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.	
SPECIAL CONDITIONS OF THE CONTRACT	No further clarification.	
SCHEDULE OF REQUIREMENTS	Page 68 Schedule of Requirements Compliance Form Delivery Period xxx Within Sixty (60) Calendar Days from the date indicated in the Notice To Proceed (NTP) xxx The Representatives from Unimasters, Diamond Supplies Chain and OPEMS requested to amend the schedule from sixty (60) to ninety (90) calendar days to have ample time in delivering the items. The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.	



Page 69-73
Technical Specification Compliance Form
Items 1 - 22

Item 1: Heavy Duty Water Repellent Grab Bag, 1 piece

- The Committee presented the sample Grab Bag provided by the End User. The Chairperson reiterated the color of the item since it will be used for emergency purposes.
- ➤ The Committee emphasized that the bag is for visual purposes only. The bidder may submit different design that will comply with the requirement.
- The Representative from OPEMS requested to be clarified the number of pockets or compartment of the bag. The same manifested that the number of compartments will have a cost implication in the proposal.
- > The Committee clarified that compartments of the bag will be further discussed with the End user. Any amendment and clarifications will be reflected upon the issuance of the Supplemental Bid Bulletin.

TECHNICAL SPECIFICATIONS

Item 2: Bottled Water, 500ml, 2 bottles

- ➤ The Committee emphasized that expiration date must be included in the label of the item.
- > No further clarification with the bidder.

Item 3: Emergency First Aid Rescue Blanket, 1 piece

XXX

Packed with zip lock plastic measuring 9.5 x 14cm (+/-10%)

- ➤ The Representative from OPEMS requested to amend the packaging requirement to manufacturer's standard. They clarified that bidders does not have control over the packaging of the item. Considering the requirement, only the packaging was requested to be amend, the dimension and other requirement will be retained.
- ➤ The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.



Item 4: Eat & Tool XL/ Multipurpose Tool, 1 piece

XXX

Design: with provision for fork, spoon, bottle opener, and 10mm, 8mm, 6mm metric wrenches

XXX

> The Committee presented a sample of eat and tool and noted that it is for visual purposes only. It was also emphasized that metric wrenches are part of eat and tool.

XXX

Color: Anodized Black

XXX

> The Committee will clarify with the End Users the required color. Material is stainless steel and will have inconsistency with the color.

XXX

Eat & Tool XL

XXX

- The Representative from OPEMS requested to be clarified regarding the XL requirement.
- > The End User's TWG clarified that it shall be the size of the item. It is longer than the sample presented by the End Users. The bidder may submit a sample that indicates XL on the packaging.

Item 5: Duct tape

- ➤ The Committee clarified that markings on the manufacturers packaging regarding the length and width of the duct tape will satisfy the requirement.
- > The Committee emphasized the specifications of the item and has no further clarifications from the bidders.



Item 6: AM/FM Radio

XXX

Dimension (LxW)(mm): $90 \times 55 (+/-5\%)$

XXX

- The Representative from Diamonds Supply Chain requested to remove the dimensions for AM/FM Radio. They clarified that the frequency range requirement can be satisfied without the dimension.
- ➤ The Committee clarified that the dimension is an essential requirement. The request, therefore, is not granted.

xxx
Includes four (4) AA batteries

- The Representative from Unimasters requested to be clarified if the Committee will require brand on the batteries. Further, they asked what brands are acceptable in the submission.
- > The End Users clarified that batteries available in the general market are acceptable. The batteries shall indicate manufacturing date, expiration date and proper disposal of the item. The packaging and instructions must be written in English.

Item 7: Solas Whistle, 1 piece with Certification from SOLAS

- The Representative from Diamonds Supply Chain requested to clarify the Certification from SOLAS if manufacturer's certification will satisfy the requirement.
- ➤ The Committee clarified that manufacturer's SOLAS certification will satisfy the requirement. The supplier or distributor will no longer issue other certification for this purpose.





Item 8: LED Flashlight, mini type, 1 piece

XXX

Diameter: 1.8cm (+/- 5%) Length: 9.5cm (+/- 5%)

- The Representative from Diamond Supply Chain requested to amend the tolerance to (+/- 10%) to be able to comply with the requirements.
- > The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.



Item 9: Survival Emergency Signal Light Stick, 1 piece

XXX

Glow duration: Approx. 12 hours

XXX

- > The Secretariat clarified with the End Users TWG on how to evaluate the requirement.
- ➤ The End Users' TWG clarified that the bidder may issue a Certification regarding the glow duration. However, the TWG may test the actual requirement during the Post Qualification stage.
- ➤ The Committee will include the Certification of glow duration under BDS Clause 29.2.

XXX

Length: 12 inches (minimum)

XXX

- The Representative from OPEMS requested to amend the 12 inches length requirement to 6 inches. They manifested that the 12 inch light stick are used in concerts and other events.
- ➤ The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.

XXX

Color: White

XXX

- The Representative from OPEMS requested to amend the required color to Assorted Colors. Assorted colors are often available in the market.
- ➤ The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.

Item 10: Permanent Ink Marker, 1 piece

The Committee emphasized the specifications of the item and has no further clarifications from the bidders.

Item 11: Trauma Shear, 1 piece

> The Committee emphasized the specifications of the item and has no further clarifications from the bidders.



Item 12: Triangular Bandage (For Rescue), 1 piece

XXX

Packed in plastic bag measuring 90mm x 110mm

XXX

- The Representative from OPEMS requested to amend the packaging requirement of the item to manufacturer's standard. They clarified that dimension of the item as required will be retained.
- ➤ The End Users clarified the purpose of the plastic bag requirement.
- The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.

Item 13: First Aid Kit, 1 bag/pouch

XXX

Dimension: 23 x 13 x 7.5 cm

XXX

- The Representative from OPEMS requested to clarify if the requirement is in LxWxH.
- > The End Users answered in affirmative.

XXX

Material: Nylon (subject for Material Testing)

XXX

- The Representative from OPEMS requested to be clarified if the pouch material will also subject for material testing and which testing center will conduct the procedure.
- ➤ The End Users clarified that the pouch will undergo material testing. Testing centers like PTRI, SGS, Intertek or any other agency that can accommodate the testing may be used.

XXX

h. 1 pc RI Medical Tape (white, 12mm wide)

- The Committee clarified that RI abbreviations stands for roll, which are applicable also for other items.
- Other requirement was presented and has no further clarification from the bidders.



Item 14: Personal Hygiene Kit, 1 set

XXX

b. 1 RI Multipurpose tissue paper, 2 ply x 40 pulls, size $200 mm \times 100 mm$

XXX

- ➤ The End Users clarified that under this item, pull-up tissue paper and rolled tissue paper are required.
- Other requirement was presented and has no further clarification from the bidders.

XXX

All contents must be place in a clear zip-locked polybag measuring 17x25cm (+/- 5cm)

- The Representative from OPEMS requested to amend the size of the ziplock. Taking into consideration the sizes of the items required for the kit, it will be difficult for the zip-lock to contain all the items.
- > The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.



Item 15: Meal Ready to Eat (MRE), Rice and Viand Set, 9 sets

XXX

Meal Ready to Eat (MRE), Rice and Viand Set, 9 sets $_{\mbox{\scriptsize XXX}}$

- The End Users clarified that the item that should be submitted must be HALAL and BFAD approved. The 9 sets of MRE are in assorted flavors.
- The Representative from Diamond Supply Chain requested to be clarified if Certification from the manufacturer of the MRE will satisfy the requirement under 29.2.
- > The Committee clarified that manufacturer's certificate is required.

XXX

Minimum variants: laing, bistektagalog, bicol express, caldereta

XXX

- The Representative from Unimasters asked if the variants are limited to the specified flavors of the MRE's.
- > The Committee clarified that flavors of MRE's are not limited to the listed variants. The bidder may submit other flavors considering that is is BFAD and HALAL approved.
- ➤ The End Users emphasized that offered MRE's should comply with the entire requirement. Variants should also be observed in the submission.

Item 16: Rubber Gloves, 1 pair

XXX

Color: Blue Material: Latex

- The Representative from OPEMS asked about the color and material of the item. She emphasized that blue color gloves are mostly made from nitrile material, while white colors are mostly made from latex. She requested to check the requirement for better understanding from the bidders.
- > The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.



Item 17: Surgical Disposable Gloves, 1 pair

> Requirement was presented and has no further clarification from the bidders.

Item 18: "HELP" Banner, 1 piece

Requirement was presented and has no further clarification from the bidders.

Item 19: Trash Bag, Red, 4 pieces

XXX

Dimension: 60cm x 28cm (+/-5cm)

XXX

- The Representative from OPEMS asked the dimensions of the item. She further clarifies the dimension in LxWxH.
- The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.

Item 20: Trash Bag, Yellow, 4 pieces

XXX

Dimension: 60cm x 28cm (+/-5cm)

- The Representative from OPEMS requested to clarify the dimensions of the item. She further clarifies the dimension in LxWxH.
- ➤ The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.





	Item 21: Raincoat, Poncho Type, 1 piece	
	XXX Material: Ethylene vinyl acetate (EVA) (Material Testing) XXX	
	The Representative from OPEMS requested to amend the material to Nylon or Polyester. She emphasized that EVA is a processed output material and the testing centers cannot determine the same.	
	➤ The Committee took note of the request subject for further deliberation and discussion with the End Users. Any amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.	
	Item 22: T-Shirt, 3 pieces	
	Material: Polyester xxx	
	The Representative from Unimasters requested to clarify if uniforms like used in football games are acceptable.	
	> The End Users clarified that they are looking for a dri-fit material for the item. They answered in affirmative.	
	➤ The Committee clarified that required information must be complied. The bidders shall include brand and model of the item offered as required.	
	> The Committee emphasized that testing fees shall be borne by the supplier.	
BIDDING FORMS	> Breakdown of cost per item shall be attached in the submission of bids.	
III. OTHER MATTERS		
OTHER MATTERS	➤ The Secretariat reminded that any clarification shall be put into writing on or before 10 December 2019 for deliberation and discussion of the Bids and Awards Committee before issuing the Supplemental Bid Bulletin.	
	> The Chairperson clarified that testing fees are shouldered by the supplier.	
CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on December 6, 2019.	





ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:00 PM.
	PROCUREMENT DIVISION VIII
PREPARED BY	SGD. MS. JAMILLE RAE T. BALUYOT Member
	SGD. MR. PAUL ARMAND A. ESTRADA Member
	BIDS AND AWARDS COMMITTEE VIII
CERTIFIED CORRECT	SGD. ENGR. JAIME M. NAVARRETE, JR Chairperson
	SGD. MR. JOSEPH P. BALAGTAS Vice Chairperson
	SGD. MS. FRANCES SOFIA SJ. DE LEON Provisional Member
	SGD. MR. CHRISTOPHER B. GACUTAN Ad Hoc Representative, OCD