



MINUTES OF MEETING

Tuesday, 11 February 2020	10:00 AM	PS Executive Lounge
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MEETING CALLED BY	Bids and Awards Committee VIII																																					
TYPE OF MEETING	Pre-Bid Conference																																					
PROJECT	Supply and Delivery of School Furniture for Elementary and Secondary Schools Nationwide under the 10% Allocation for Cooperatives of Persons with Disability																																					
REFERENCE	PB No. 20-007-8																																					
ATTENDEES	<p>Bids and Awards Committee VIII</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Jaime M. Navarrete, Jr.</td> <td style="width: 40%;">Chairperson</td> </tr> <tr> <td>Mr. Paul Armand A. Estrada</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Joseph P. Balagtas</td> <td>Vice-Chairperson</td> </tr> </table> <p>Procurement Division VIII</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Mark John O. Nofies</td> <td style="width: 40%;">Technical Working Group</td> </tr> <tr> <td>Ms. Jamille Rae T. Baluyot</td> <td>Secretariat</td> </tr> </table> <p>End User's TWG</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Myrna Sumaylo</td> <td style="width: 40%;">DepEd</td> </tr> <tr> <td>Arch. Diane Erlano</td> <td>DepEd</td> </tr> </table> <p>Bidder(s)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Luis Alconcel</td> <td style="width: 40%;">Unimasters</td> </tr> <tr> <td>Mr. Noe Ceremo</td> <td>Maxcor Inter Ventures</td> </tr> <tr> <td>Mr. Isidro Santos</td> <td>AIDPDC</td> </tr> <tr> <td>Mr. Wally Garces</td> <td>AIDPDC</td> </tr> <tr> <td>Ms. Evangeline Diola</td> <td>Atlanta</td> </tr> <tr> <td>Mr. Rixon Lopez</td> <td>Atlanta</td> </tr> <tr> <td>Ms. Rosemarie Dela Cruz</td> <td>ACMI</td> </tr> <tr> <td>Mr. Danny Deveza</td> <td>LBPI</td> </tr> <tr> <td>Mr. Daryl Tugas</td> <td>TSCC</td> </tr> <tr> <td>Ms. Marites Millan</td> <td>TSCC</td> </tr> <tr> <td>Mr. Alexander Hernandez</td> <td>EGPL</td> </tr> </table>		Engr. Jaime M. Navarrete, Jr.	Chairperson	Mr. Paul Armand A. Estrada	Provisional Member	Mr. Joseph P. Balagtas	Vice-Chairperson	Engr. Mark John O. Nofies	Technical Working Group	Ms. Jamille Rae T. Baluyot	Secretariat	Engr. Myrna Sumaylo	DepEd	Arch. Diane Erlano	DepEd	Mr. Luis Alconcel	Unimasters	Mr. Noe Ceremo	Maxcor Inter Ventures	Mr. Isidro Santos	AIDPDC	Mr. Wally Garces	AIDPDC	Ms. Evangeline Diola	Atlanta	Mr. Rixon Lopez	Atlanta	Ms. Rosemarie Dela Cruz	ACMI	Mr. Danny Deveza	LBPI	Mr. Daryl Tugas	TSCC	Ms. Marites Millan	TSCC	Mr. Alexander Hernandez	EGPL
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CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:40 AM 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

Clause 5.1
Eligible Bidders
Page 40

xxx

Allocated for Cooperatives of Persons With Disabilities (PWD).

(Official Gazette, Department of Education, Volume 112, No. 1, General Appropriations Act, FY 2017)

xxx

- The Provisional Member emphasized that bidders that may participate are Cooperatives of Persons with Disabilities (PWD). Further, the Committee emphasized that the 10% budget under FY 2017, which is the procurement project at hand is intended for the PWDs.
- Representative from LBPI requested to be clarified if PWD Cooperative joint venture with regular companies may participate in the bidding.
- The Provisional Member clarified that bidders shall be under a Cooperative as strictly stated under the Official Gazette. Further, it was emphasized that Cooperative of Persons with Disability (PWD) are the only entity that may participate in the procurement project. Clarifications will be reflected upon the issuance of the Supplemental Bid Bulletin.



Clause 12.1 (a)
Deferment of PhilGEPS Certification Platinum Membership
Page 41

XXX

Deferment on the implementation of the mandatory submission of PhilGEPS Certificate of Registration and Membership (GPPB Circular 07-2017 dated 31 July 2017)

XXX

- The Committee clarified that the **GPPB CIRCULAR 07-2017** dated 31 July 2017 or the **Deferment of the Implementation of the Mandatory Submission of PhilGEPS Certificate of Registration and Membership**, that in cases that there are any expired documents under Annex "A" of the PhilGEPS Registration (Platinum), the bidder should submit the updated documents during Opening of Bids; the mandatory submission of the Certificate during the PQ still applies. The bidders that are not yet Platinum Members may still participate in the project, considering that they will submit copies of the legal and financial eligibility documents as required.
- Representative from ACMI requested to be clarified if temporary Mayor's Permit is acceptable. It was emphasized that the permit was already paid but the Local Government Office has only issued a temporary certificate.
- The BAC took note of the concern and will be subject for further discussion. The Committee refer the matter under Section 23.1.(a)(ii) which states that expired permit together with the official receipt and application for renewal shall be submitted.



	<p>Clause 20.3 Bid Envelopes and Packaging Page 43</p> <p>xxx Each bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. xxx</p> <ul style="list-style-type: none">➤ The Committee emphasized that One (1) Original and One (1) Copy Envelope will be required. Two envelopes will be required in the bid proposal.• The Representative from AIDPDC requested to be clarified if the bidder may submit separate financial envelopes for each lot to ensure that financial bid for other lots will not be presented during the Opening of Bids.➤ The Committee clarified that the bidders are not precluded to submit a financial proposal in separate envelopes per lot. It was clarified that the bidder has the option to package the financial proposal.
	<p>Clause 29.2 Post-Qualification Documents Page 45</p> <p>xxx For purposes of Post-Qualification, the following document(s) shall be submitted within five (5) calendar days from receipt of Notice of Lowest Calculated Bid. xxx</p> <ul style="list-style-type: none">• Representative from ACMI requested to be clarified if the five (5) calendar day's submission of Post-Qualification documents and samples may be extended. The representative emphasized that they need ample time in➤ The Provisional Member reiterated that under the law, requirements shall be submitted within 5 calendar days only, strictly in accordance with the procurement timeline. However, the BAC encouraged said supplier to craft a written request to postpone the bidding activities to give ample time for the preparation of their samples.➤ In cases that the bidders are Tax exempted, the bidders shall submit a valid and current Tax Exemption Certificate. The Committee emphasized that expired documents will be treated as non-responsive or
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>No further clarification.</p>



**SPECIAL CONDITIONS OF
THE CONTRACT**

GCC Clause 1.1(g) and 1.1(k)
Procuring Entity and Delivery Sites
Page 64

xxx

The Procuring Entity is Procurement Service.

xxx

The Project Site is:

Attached allocation listxxx

xxx

- The Committee emphasized that the Procuring Entity for the project is the Procurement Service. The contract will be between the Procurement Service and the winning bidder. The winning bidder shall deliver the item to the Project Site and the same shall be paid by the Procurement Service.
- No further clarification with the bidders.



SCHEDULE OF REQUIREMENTS

Delivery Period
Page 70

Lot 1,2 and 3

xxx

Within One Hundred Eighty (180) Calendar Days upon receipt of the Notice to Proceed (NTP)

xxx

- The Representative from AIDPDC requested to amend the requirement to Two hundred Forty (240) Calendar Days. The request was seconded by the Representative from ACMI.
- The Committee took note of the request for further deliberation and discussion with the BAC. Any amendments will be reflected upon issuance of the Bid Bulletin.

Lot 4

xxx

Within One Hundred Eighty (180) Calendar Days upon receipt of the Notice to Proceed (NTP)

xxx

- The Representative from Unimasters requested to amend the requirement to Three Hundred Sixty (360) Calendar Days due to the locations of the recipients.
- The Committee took note of the request for further deliberation and discussion with the BAC. Any amendments will be reflected upon issuance of the Bid Bulletin.

Correction, to be included in the Bid Bulletin

Lot 4: Elementary ~~Amchair~~



**TECHNICAL
SPECIFICATIONS**

- Representative from Unimasters requested to be clarified that unless stated otherwise or with tolerance, any offer of higher measurement will be acceptable.
- The BAC replied in the affirmative.
- Representative from Unimasters requested to be clarified if the requirement of lamination means a waterproof surface for the wood because marine plywood can resist water.
- The End User replied in the negative. The same clarified that lamination is the new surface used for the furniture.
- Representative from AIDPDC requested if they can rectify any necessary changes after submitting the samples if specifications have been found to be incorrect.
- The Chairperson clarified that bidders may make the necessary changes before the mass production of the items and before delivery.
- The Committee requested to the End Users TWG to set minor deviations to be conducted during the Post-Qualification stage. Any deviation shall be corrected and approved by the TIAC before the mass production of the items.
- Representative from Alliance of Isabela asked if the End User can provide a sample for the furniture.
- The End Users TWG replied in the negative.
- The Committee emphasized that the conduct of Post Qualification will be based on the detailed plan and drawings. The submitted samples must be in accordance with the plan.

III. OTHER MATTERS



OTHER MATTERS	<ul style="list-style-type: none">➤ The Provisional Member reminded that any clarification shall be put into writing on or before February 18, 2020 for deliberation and discussion of the Bids and Awards Committee.➤ The BAC also reminded the bidders of the schedule and manner of submission of the bidding documents.➤ All other Forms and formats of signing were explained by the Committee.➤ The Committee reminded the bidders to follow the instructions in preparing the proposal. The samples as designed and plan shall be strictly observed.
CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on February 11, 2020.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:00 PM.
PREPARED BY	<p style="text-align: center;">PROCUREMENT DIVISION VIII</p> <p style="text-align: center;">SGD. MS. JAMILLE RAE T. BALUYOT Member</p> <p style="text-align: center;">SGD. ENGR. MARK JOHN O. NOFIES Member</p>
CERTIFIED CORRECT	<p style="text-align: center;">BIDS AND AWARDS COMMITTEE VIII</p> <p style="text-align: center;">SGD. ENGR. JAIME M. NAVARRETE, JR Chairperson</p> <p style="text-align: center;">SGD. MR. JOSEPH P. BALAGTAS Vice Chairperson</p> <p style="text-align: center;">SGD. MR. PAUL ARMAND A. ESTRADA Provisional Member</p>



CONFORMED BY

DEPARTMENT OF EDUCATION

SGD.
ENGR. MYRNA SUMAYLO
TWG

SGD.
ARCH. DIANE ERLANO
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