

# MINUTES OF MEETING

Friday, September 18, 2020	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE I</b>																																			
TYPE OF MEETING	<b>Prebid Conference</b>																																			
PROJECT	<b><i>Supply and Delivery of Sign Pen, Assorted Colors for the Procurement Service</i></b>																																			
REFERENCE NO.	<b>PB 20-026-1</b>																																			
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 1</b></p> <table> <tr> <td>Mr. Dickson T. Pantl</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Earvin Jay I. Alparaque</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Ana Zosith A. Cañares</td> <td>Ad-Hoc Representative</td> </tr> <tr> <td>Ms. Rina Maureen M. Maurera</td> <td>Provisional Member</td> </tr> </table> <p><b>PROCUREMENT DIVISION VI</b></p> <table> <tr> <td>Ms. Maybelline N. Galang</td> <td>BAC-Secretariat</td> </tr> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Member</td> </tr> <tr> <td>Ms. Frances Sofia SJ. De Leon</td> <td>Member</td> </tr> </table> <p><b>PROCUREMENT DIVISION VIII</b></p> <table> <tr> <td>Mr. Joseph C. De Sales</td> <td>TWG Representative</td> </tr> </table> <p><b>OTHER ATTENDEES</b></p> <table> <tr> <td>Ms. Sharon Y. Baile</td> <td>Procurement Division I - OIC – Chief</td> </tr> <tr> <td>Mr. Richard Garcia</td> <td>IT Services Division - Support</td> </tr> </table> <p><b>Bidder(s):</b></p> <table> <tr> <td>Ms. Anne Sanchez</td> <td>Jeje Enterprise</td> </tr> <tr> <td>Mr. Albert Tanquintic</td> <td>GTK Enterprise</td> </tr> <tr> <td>Ms. Janette Quintinita</td> <td>GTK Enterprise</td> </tr> <tr> <td>Ms. Lhen Villanueva*</td> <td>Asiaprime Commodities Corp.</td> </tr> <tr> <td>Mr. Nestor Creer*</td> <td>Jet Enterprises</td> </tr> <tr> <td>Ms. Jenneth Tocayon*</td> <td>SPH Internarional Corp.</td> </tr> </table> <p>*present thru Google Meet</p>		Mr. Dickson T. Pantl	Chairperson	Engr. Nicole John D. Cabueños	Vice-Chairperson	Atty. Earvin Jay I. Alparaque	Regular Member	Ms. Ana Zosith A. Cañares	Ad-Hoc Representative	Ms. Rina Maureen M. Maurera	Provisional Member	Ms. Maybelline N. Galang	BAC-Secretariat	Mr. Vincent Joseph D. Disu	Member	Ms. Frances Sofia SJ. De Leon	Member	Mr. Joseph C. De Sales	TWG Representative	Ms. Sharon Y. Baile	Procurement Division I - OIC – Chief	Mr. Richard Garcia	IT Services Division - Support	Ms. Anne Sanchez	Jeje Enterprise	Mr. Albert Tanquintic	GTK Enterprise	Ms. Janette Quintinita	GTK Enterprise	Ms. Lhen Villanueva*	Asiaprime Commodities Corp.	Mr. Nestor Creer*	Jet Enterprises	Ms. Jenneth Tocayon*	SPH Internarional Corp.
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CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>10:00 AM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. Having established the required quorum, the Secretariat proceeded with the presentation of the project.</li> </ol>

## DISCUSSION

### I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	NO DISCUSSION
BID DATA SHEET	<p>Section III          Clause 5.4          Page 39</p> <p>XXX</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC for each lot.</p> <p><b><i>Similar contracts for this project include those in Section VIII. Bidding Forms Annex “J” but may include other contracts similar to those classified as <del>paper products</del> <u>writing instruments</u>.</i></b></p> <p>XXX</p> <p>The representative from SPH International Corp. observed that the similar contracts recommended in the bid data sheet falls under paper products instead of writing materials.</p> <p><b><i>The Chairperson took note of the observation and will issue a bid bulletin.</i></b></p> <p>A letter from Center Point Sales &amp; Trading Inc. received on Sept. 17, 2020 requesting to adopt the “aggregate completed contracts”.</p> <p><b><i>The BAC took note of the bidder’s request.</i></b></p> <p>Clause 12.1(a)(ii)          Page 41</p> <p>The representative from GTK Trading expresses their concern that the Bidder’s</p>

	<p>SLCC similar to the contract to be bid should have been completed within 5 years while on the attached Annex "C" (Page 89) of the bidding forms indicated 10 years.</p> <p><b><i>The Chairperson clarified that it is 5 years and will amend the Annex "C" through Bid Bulletin.</i></b></p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	<p>Submission of Samples/Demo Units Page 73</p> <p>The representative from Jet Enterprises seeks to clarify when and where is the submission of the samples.</p> <p><b><i>The Chairperson reiterates that the submission of samples is on or before the deadline set for the submission of bids and should be received by the TWG assigned to the project. Testing fees are also for the bidder declared as the Lowest Calculated Bid (LCB).</i></b></p>
TECHNICAL SPECIFICATIONS	<p>Packaging, and Marking and Labeling Page 78</p> <p>XXX</p> <p><b><u>PACKAGING</u></b></p> <hr/> <p>1. <u>Twelve (12) pieces per box</u></p> <p>2. <u>On each pack or box or ream or item, the following should be legibly imprinted or stickered with non-removable or permanent sticker or label that is binding and with residue and tearing. If removed:</u></p> <ul style="list-style-type: none"> <li>• <u>The name and logo of the Procurement Service</u></li> <li>• <u>The address and contact details of the Procurement Service</u></li> <li>• <u>A statement which states that the item is "Government Property" "Not for Redistribution or For Sale".</u></li> <li>• <u>Procured by Procurement Service-DBM</u></li> </ul> <p><b><i>(Complete details of the sticker will be given to the responsive bidder)</i></b></p> <p>3. <u>On each corrugated carton or outer box or outer packaging, the following should be legibly imprinted or stickered with non-removable or permanent sticker or label that binding and with residue and tearing, if removed.</u></p> <ul style="list-style-type: none"> <li>• <u>The name and logo of the Procurement Service</u></li> <li>• <u>The address and contact details of the Procurement Service</u></li> </ul>

	<ul style="list-style-type: none"> <li>• <u>A statement which states that the item is “Government Property” “Not for Redistribution or For Sale”.</u></li> <li>• <u>Procured by Procurement Service-DBM</u> <b><i>(Complete details of the sticker will be given to the responsive bidder)</i></b></li> </ul> <p>4. <u>Size or dimension of the label will depend on the size of the individual packaging.</u></p> <p>5. <u>The location where to place the label will be determined during Pre-bid conference.</u></p> <p><b><u>MARKING/LABELING</u></b></p> <p><u>Shall conform to the following minimum Marking and Labeling requirement:</u></p> <ol style="list-style-type: none"> <li>1. <u>Its correct and registered trade name or brand name;</u></li> <li>2. <u>Its duly registered trademark;</u></li> <li>3. <u>Its duly registered business name</u></li> <li>4. <u>The address of the manufacturer, importer, re-packer of the consumer products in the Philippines;</u></li> <li>5. <u>Its general make or active ingredients, <b>if applicable;</b></u></li> <li>6. <u>The net quality of contents, in terms of weight, measure or numerical count rounded to at least the nearest tenths in the metric system, <b>if applicable;</b></u></li> <li>7. <u>Country of the manufacturer, <b>if imported;</b></u></li> <li>8. <u>If a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact, <b>if applicable.</b></u></li> </ol> <p>XXX</p> <p>The TWG Representative proposed to include the additional requirements for the packaging and marking and labeling for Common Use and Equipment (CSE) as resolution set by the former Technical Specification Review Committee (TSRC) under Resolution No. TSRC 19-005 dated November 7, 2019.</p> <p><b><i>The Chairperson approved the additional requirements and to be included in the Bid Bulletin.</i></b></p>
TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	NO DISCUSSION
<b>II. OTHER DISCUSSIONS</b>	
OTHER MATTERS	<ol style="list-style-type: none"> <li>1. The representative from Asianprime Commodities Corp. inquired the requirements for the Framework Agreement for single year and a representative from Jeje Enterprise clarify if Framework Agreement is as</li> </ol>

	<p>same as Ordering Agreement.</p> <p><b><i>The Chairperson manifested that he might not cite all the similarities and will provide the GPPB Resolution on Framework Agreement through Bid Bulletin.</i></b></p> <p>2. A letter from SPH International Corp. received on Sept. 17, 2020, requesting the following:</p> <ul style="list-style-type: none"> <li>a. Established brand in the retail market for at least ten (10) years with market presence in MAJOR RETAIL OUTLETS (i.e., NBS, Office Warehouse, SM, Expressions and the like.)</li> <li>b. Manufacturing Facility adhering to ISO standards or similar body.</li> <li>c. Authority to Bid from the Manufacturer, back to back Exclusive Distributor/ Distributor extending its guarantee to all the SIGNPENS to be delivered for the project.</li> </ul> <p><b><i>The BAC took note of the bidder's request.</i></b></p>
<b>ADJOURNMENT</b>	<p>Having no other matters for discussion, the meeting was adjourned at <b>12: 00 PM</b></p>
<b>CERTIFICATION</b>	<p>We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Friday, September 18, 2020.</p>
<b>PREPARED BY</b>	<p><b>Procurement Division VI:</b></p> <p style="text-align: center;">SGD <b>MS. MAYBELLINE N. GALANG</b> Secretariat</p>
<b>CERTIFIED CORRECT</b>	<p><b>Bids and Awards Committee I:</b></p> <p style="text-align: center;">SGD <b>MS. RINA MAUREEN M. MAURERA</b> Provisional Member</p> <p style="text-align: center;">SGD <b>MS. ANA ZOSITH A. CAÑARES</b> Ad-Hoc Representative</p> <p style="text-align: center;">SGD <b>ATTY. EARVIN JAY I. ALPARAQUE</b> Regular Member</p>

SGD  
**ENGR. NICOLE JOHN D. CABUEÑOS**  
Vice Chairperson

SGD  
**MR. DICKSON T. PANTI**  
Chairperson