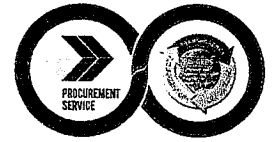




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Wednesday, November 7, 2018 10:00 AM EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X																														
TYPE OF MEETING	Pre-bid Conference																														
PROJECT	<i>Procurement of GTC Tools, Equipment and Supplies (PhotoVoltaic Tools Equipment and Supplies) for the Technical Education and Skills Development Authority – Central Office (TESDA-CO)</i>																														
REFERENCE NO.	PB 18-363-10																														
	<p>BIDS AND AWARDS COMMITTEE X</p> <table> <tr> <td>Engr. Pablo Roman C. Andres</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Webster M. Laureñana</td> <td>Vice Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Jayson C. Erquiza</td> <td>Provisional Member/PMO-in-Charge</td> </tr> <tr> <td>Ms. Maria Gracia P. Dela Rama</td> <td>Ad Hoc Representative</td> </tr> </table> <p>Procurement Division X</p> <table> <tr> <td>Ms. Maricel R. Vergel de Dios</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>TWG Member</td> </tr> <tr> <td>Engr. Chamel Fiji C. Melo</td> <td>Member</td> </tr> <tr> <td>Ms. Jennifer M. Ancheta</td> <td>Member</td> </tr> <tr> <td>Ms. Barby Ann M. Villamor</td> <td>Member</td> </tr> </table> <p>End-User Agency</p> <table> <tr> <td>Mr. Edgardo R. Caldit</td> <td>TWG Representative-TESDA</td> </tr> <tr> <td>Mr. Famy L. Pepito</td> <td>TWG Representative-TESDA</td> </tr> <tr> <td>Ms. Agnes P. Panem</td> <td>TWG Representative-TESDA</td> </tr> </table> <p>Bidders</p> <table> <tr> <td>Mr. Policarpo A. Najera</td> <td>T.J. Velasco</td> </tr> <tr> <td>Mr. Christian Jude I. Diola</td> <td>T.J. Velasco</td> </tr> </table>	Engr. Pablo Roman C. Andres	Chairperson	Mr. Webster M. Laureñana	Vice Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Mr. Jayson C. Erquiza	Provisional Member/PMO-in-Charge	Ms. Maria Gracia P. Dela Rama	Ad Hoc Representative	Ms. Maricel R. Vergel de Dios	Secretariat	Mr. Jack G. Mercado	TWG Member	Engr. Chamel Fiji C. Melo	Member	Ms. Jennifer M. Ancheta	Member	Ms. Barby Ann M. Villamor	Member	Mr. Edgardo R. Caldit	TWG Representative-TESDA	Mr. Famy L. Pepito	TWG Representative-TESDA	Ms. Agnes P. Panem	TWG Representative-TESDA	Mr. Policarpo A. Najera	T.J. Velasco	Mr. Christian Jude I. Diola	T.J. Velasco
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 11:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.
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DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none"> • The BAC Secretariat presented the general requirements for government procurement of consulting services. During the discussion, the following topics were tackled: the purpose of the Prebid Conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions and the BAC X contact details, among others.
INSTRUCTION TO BIDDERS	<p>SECTION II ITB Clause 12 (a) (i) Page 18-19</p> <p>PHILGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PHILGEPS in accordance with Section 37.1.4 of the IRR</p> <ul style="list-style-type: none"> • The BAC Secretariat emphasized that the PHILGEPS PLATINUM registration to be submitted shall be up to date together with its contents. She gave pointers to the prospective Bidders in order for them to be guided in accomplishing each form. She also added, if any of the submitted documents in the Philgeps Registration is/are not updated the bidder's should submit the long form together with the Philgeps registration). She emphasized also for the renewal of Mayor's permits it shall attached the proof of renewal such as the Official Receipt.

SECTION II

ITB Clause 12 (a) (ii)

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Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

- The BAC Secretariat stated the corresponding definitive computations of the SLCC would be the 50% of the ABC Php 6,073,400.00.

SECTION II

ITB Clause 12 (a) (iii)

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NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank

- The BAC Secretariat elaborated on and presented the form and the formula for this particular clause.

SECTION II

ITB Clause 12 (a) (iv)

Page 19-20

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

- The BAC Secretariat explained to the bidders the percentage of a sixty (60%) percent for domestic entity and forty (40%) percent for foreign entity if ever they will join the Joint Venture Agreement. She presented "Annex E" of the Bidding Forms.

SECTION II

ITB Clause 12 (b) (i)

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	Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
	Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)
	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)	Please see Section VIII attached as Annex "H"
	<ul style="list-style-type: none"> • The BAC Secretariat presented the corresponding definitive computations of Lot 1. • The BAC Secretariat also reminded the bidders to take note of this and advised the bidders not to use a Community Tax Certificate since it is not a valid proof of competent evidence of identity. 	
BID DATA SHEET	<p>SECTION III ITB Clause 5.4 Page 40</p> <ul style="list-style-type: none"> • The TWG Member explained that similar contracts shall refer to any contract for Photovoltaic Systems Tools, Equipment and/or Supplies. <i>The prospective bidder asked if they have on-going contracts, but not similar to the project, in this case, the TWG Member explained that they must submit a similar contract to the project.</i> 	

GENERAL CONDITIONS OF CONTRACT	"NO DISCUSSION"
SPECIAL CONDITIONS OF CONTRACT	<p>SECTION VI Page 62-69</p> <ul style="list-style-type: none"> The TWG Member explained the contents of the Special Conditions of Contract. <i>The prospective bidder acknowledged it.</i>
SCHEDULE OF REQUIREMENTS	<p>SECTION VI Page 70-71</p> <ul style="list-style-type: none"> The TWG Member reminded the prospective bidder regarding the delivery period of Ninety (90) Calendar Days from the date indicated in the Notice to Proceed (NTP). He advised also not to forget to write all the necessary details needed.
TECHNICAL SPECIFICATIONS	<p>SECTION VII Page 72-77</p> <ul style="list-style-type: none"> The TWG Member discussed the Technical Specifications and reminded the prospective bidder to write the word "COMPLY/COMPLIED" in the bidder's Statement of Compliance with corresponding reference. <i>The prospective bidder acknowledged the reminder.</i> The prospective bidder asked if how many horse power (HP) needed for the Submersible Pump? <i>The End-User answered no definite horse power as long it is compatible with the submersible pump.</i> The prospective bidder asked if there is a color scheme on Solar Powered Container House. <i>The End-User answered there is no specific color scheme for the container house.</i>
BIDDING FORMS	<ul style="list-style-type: none"> The BAC Secretariat presented the Bid Forms to the End-User and prospective bidder. She reminded them to write all the necessary details and the signature of authorized representative. The TWG Member also elaborated and gave some pointers to the prospective bidder in accomplishing each form.

II. OTHER DISCUSSIONS

OTHER MATTERS

- The Chairperson reminded the prospective bidder on the timeline of the project as follows:

Advertisement/Posting of Invitation to Bid	October 31, 2018
Issuance and Availability of Bid Documents	October 31, 2018
Pre-Bid Conference	November 07, 2018, 10:00 AM
Last day of Submission of Written Clarification	November 09, 2018
Last day of Issuance of Bid Bulletin	November 14, 2018
Deadline for Submission of Bids	November 21, 2018, 10:00 AM
Opening of Bids	Immediately after the Deadline of Submission of Bids

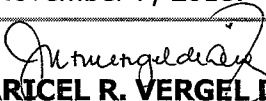
ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **11: 30 AM.**

CERTIFICATION

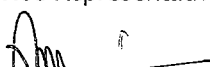
We certify that the foregoing is the true account of the **Pre-bid Conference** conducted on Wednesday, November 7, 2018.

PREPARED BY

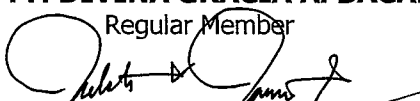

MS. MARICEL R. VERGEL DE DIOS
 Secretariat

CERTIFIED CORRECT

MS. MARIA GRACIA P. DELA RAMA
 Ad Hoc Representative


MR. JAYSON C. ERQUIZA
 Provisional Member/PMO-in-Charge

-not present-
ATTY. DIVINA GRACIA A. BACAL
 Regular Member


MR. WEBSTER M. LAUREÑANA
 Vice-Chairperson


ENGR. PABLO ROMAN C. ANDRES
 Chairperson, Bids and Awards Committee X