



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



MINUTES OF MEETING

Thursday, November 15, 2018	2:00 PM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 4												
TYPE OF MEETING	Prebid Conference												
PROJECT	Supply and Delivery of LED Linear Tube for the Procurement Service												
REFERENCE NO.	PB 18-381-4												
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 4</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Engr. Estrellita G. Fule</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Ian T. Fajarito</td> <td>Vice Chairperson</td> </tr> <tr> <td>Ms. Rose Alvidale G. Ladlad</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division 4</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Ms. Julie U. Guimbuayan</td> <td>Secretariat</td> </tr> </table> <p>Other Attendees:</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Mr. Elmer Balderas</td> <td>Innovalite</td> </tr> <tr> <td>Mr. Froilan Espere</td> <td>Fresh Mango Inc.</td> </tr> </table>	Engr. Estrellita G. Fule	Chairperson	Engr. Ian T. Fajarito	Vice Chairperson	Ms. Rose Alvidale G. Ladlad	Provisional Member	Ms. Julie U. Guimbuayan	Secretariat	Mr. Elmer Balderas	Innovalite	Mr. Froilan Espere	Fresh Mango Inc.
Engr. Estrellita G. Fule	Chairperson												
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Ms. Rose Alvidale G. Ladlad	Provisional Member												
Ms. Julie U. Guimbuayan	Secretariat												
Mr. Elmer Balderas	Innovalite												
Mr. Froilan Espere	Fresh Mango Inc.												
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 2:20 PM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project. 												

DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	No discussion.



BID DATA SHEET	No discussion.
GENERAL CONDITIONS OF THE CONTRACT	SECTION V GCC Clause No. 16.1 Page No. 67 <i>The Chairperson informed the body that the additional quantity for every batch of delivery for acceptance test be changed from two tubes to "two tubes or more as requested by the Inspection Division."</i>
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V SCC Clause No. 1.1(k) Page No. 61 XXX The Project Sites are: PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga. XXX <i>The Chairperson emphasized that since the project is under an Ordering Agreement, several Delivery Orders will be issued whose delivery address falls under the above mentioned locations. It was further stressed that the winning bidder should also expect several requests for Direct Deliveries to the PS Pampanga Depot.</i>
SCHEDULE OF REQUIREMENTS	SECTION VI Page No. 69 <i>The Chairperson emphasized the need for suppliers to have a three (3) month revolving stock in 2019 and the need to conduct pre-delivery inspection. This is in line with the new arrangement of the Procurement Service where Suppliers will be delivering directly to the Client-Agencies.</i>
TECHNICAL SPECIFICATIONS	SECTION VII Page No. 71 Innovalite raised the following concerns: <ul style="list-style-type: none"> - ICC Certificate is only issued for 30-watt and above light bulbs and therefore requesting that said requirement be waived. - They are requesting that the material of the light bulbs, either made out of polycarbonate or glass, be indicated in Technical Specifications. They even mentioned that the product of other prospective bidders might qualify with all the requirements but it maybe made of glass which is

12

	<p>cheaper and will affect the quality of the product.</p> <p><i>The Chairperson took note of the concerns and any changes will be reflected in the Supplemental Bid Bulletin to be issued for the project.</i></p>
	<p>The PMO-in-Charge reiterated that two (2) tubes of the LED should be submitted to the BAC on or before the Opening of Bids.</p> <p>Innovalite raised that at least ten (10) sample tubes should be submitted since several tests would be conducted by the government accredited testing center and that two (2) sample tubes might not suffice.</p> <p><i>The Chairperson took note of the concerns and advised prospective bidders to put their clarifications and requests in writing.</i></p>
BIDDING FORMS	<p>Annex No. A Page No. 73</p> <p><i>The PMO-in-Charge informed the prospective bidders that the price schedule should be submitted together with the Bid Form. The Vice Chairperson explained further that the Total Price Delivered in the Price Schedule shall be the same amount indicated in the Bid Form.</i></p>

II. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> - <i>The PMO-in-Charge asked for the permission of the Chairperson to forego with the procedural discussion and proceed with the Project Requirements since the prospective bidders in attendance are already well versed with the Bidding Procedures.</i> - <i>The Chairperson answered in the affirmative and instructed the PMO-in-Charge to discuss the salient parts of the Bidding Documents.</i>
ATTACHMENTS	No discussion.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:50 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Thursday, November 15, 2018.

The Procurement Division 4:

PREPARED BY


Ms. Julie U. Guimbuayan
Secretariat

CERTIFIED CORRECT


ENGR. IAN T. FAJARITO
Vice Chairperson, Bids and Awards Committee 4


ENGR. ESTRELLITA G. FULE
Chairperson, Bids and Awards Committee 4