



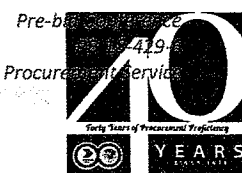
Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Wednesday, December 5, 2018 10:00 AM CONFERENCE ROOM C

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI (BAC VI)
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Office Supplies for the Procurement Service
REFERENCE	PB 18-429-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Mr. Paul Jasper V. De Guzman Vice-Chairperson Mr. Joshua Felino Julian F. Dulce Provisional Member (PMOIC) Mr. Jeffrey M. Bertumen Provisional Member (Adhoc)</p> <p>Procurement Division VI: Ms. Rhazel C. Rigoroso Member</p> <p>Prospective Bidders: Mr. Kerwin So Armak Tape Ms. Caroline Chua Armak Tape Mr. Normando Martin FreshMango Mr. Eriwel Torrevillas Crocodile Tape Ms. Maeah Airocel Isidro Center Point Ms. Juliefer S. Bareja Center Point</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:15 AM with the Vice Chairperson presiding. 2. The Vice-Chairperson acknowledged the presence of the attendees. 3. The PMOIC presented the Invitation to Observers; however, none of them attended. 4. Having established the required quorum, Ms. Rigoroso proceeded with the discussion of the general requirements for government procurement.



DISCUSSION

I. BID DOCUMENTS

1. Clause 1, Page 1

Lot No.	Quantity	ITEM/ DESCRIPTION	ABC	Price of Bidding Documents	Delivery Period
2	xxx	Tape, Masking, 48mm, 6 rolls/pack	xxx	4,000	xxx

To reflect proper pricing, the Vice-Chairperson mentioned that the price of the Bidding Documents for Lot No. 2 will be changed to three thousand pesos (P3,000).

The representative from Crocodile Tape said that they have already bought the Bidding Documents for the said lot, and was charged four thousand pesos (P4,000).

The Vice-Chairperson replied that the Bids and Awards Committee VI (BAC VI) will process a refund, but the bidder needs to write a formal request for that matter.

The representative from FreshMango then asked if it is necessary that the five (5) lots shall be awarded to only one and the same bidder.

Ms. Rigoroso answered in the negative. She added that a bidder may opt to tender a bid for only one (1) lot.

2. Clause 1, Page 2

xxx
 Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project.
 xxx

The representative from Armak Tape asked what years are included.

The PMOIC answered that the bidder must have a completed contract within the five (5)-year period regardless of the starting date.

INVITATION TO BID

INSTRUCTIONS TO BIDDERS

1. Clause 33, Page 36

33. Performance Security

Ms. Rigoroso reminded the prospective bidders that the

	<p>performance security to be submitted within five (5) days after receipt of Notice of Award (NOA) shall be valid during the entirety of the contract, that is one (1) year.</p> <p>The representative from Crocodile Tape asked if the validity of performance security is based on the contract.</p> <p>The PMOIC answered in the affirmative. He added that the period is reckoned from the sending of the NOA.</p>
<p>BID DATA SHEET</p>	<p>1. 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 per lot. Please refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</p> <p>xxx</p> <p>The representative from Crocodile Tape asked if a single contract can be used as a single largest completed contract for Lot Nos. 1 to 5.</p> <p>The PMOIC answered in the affirmative, provided the twenty-five percent (25%) requirement per lot is met.</p> <p>2. Clause 12.1(a)(i), Page 40</p> <p>xxx</p> <p>In the latter case, the bidder shall submit a valid PhilGEPS Certificate of Registration (Platinum Membership) within the non extendible period of five (5) calendar days from receipt of Notice of Single or Lowest Calculated Bid, as part of the Post-qualification Documents.</p> <p>xxx</p> <p>The Vice-Chairperson mentioned that should the PhilGEPS Certificate of Registration (Platinum Membership) of a bidder is not updated, e.g. one of the documents in the Annex "A" is expired, the bidder must submit a valid and updated Certificate during post-qualification. He continued saying the requirement will be reflected in Clause 29.2 of the Bid Data Sheet.</p> <p>The PMOIC added that under Clause 5.4, said Certificate must be submitted within five (5) calendar days from receipt of the bidder of the Notice of Single/Lowest Calculated Bid.</p> <p>3. Clause 32.4(g), Page 45</p> <p>xxx</p> <p>The awardee(s) must submit a soft copy (JPEG or PNG format, Picture-</p>

	<p>640 x 480 pixel with white or plain background) of the color picture of the product/s upon receipt of the Notice of Award.</p> <p>Please email to: pd6@ps-philgeps.gov.ph XXX</p> <p>The PMOIC emphasized the submission of a soft copy of the picture of the item offered.</p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>1. Clause 11, Page 53</p> <p>11. Advance Payment and Terms of Payment</p> <p>The representative from FreshMango inquired about the payment terms.</p> <p>Ms. Rigoroso answered that payment is made after a successful delivery of the bidder/supplier, provided all necessary documents are submitted.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>"NO DISCUSSION"</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>1. Ms. Rigoroso asked the prospective bidders if they have previously contracted an Ordering Agreement (OA) contract.</p> <p>The representative from FreshMango answered that he has no idea of how OA goes.</p> <p>Ms. Rigoroso discussed that in OA, the Procurement Service (PS) orders an item only when there is a demand. She continued that the delivery schedule in the Schedule of Requirements is only indicative and thus, the PS may or may not buy the items indicated therein. Further, she said that an OA contract is valid for one (1) year or until the exhaustion of the quantities, whichever comes first. Ms. Rigoroso assured that deliveries of the items to be bid will be continuous since these are considered "fast-moving".</p> <p>The representative from FreshMango asked if in effect, it is not a single delivery.</p> <p>Ms. Rigoroso answered in the affirmative.</p> <p>2. Ms. Rigoroso reminded that the winning bidder for the tapes shall observe the validity of the testing results required therefor. She suggested to have the retesting of the items at least a month before the expiration of the validity of the results since the testing of tapes usually lasts for a month.</p> <p>The representative from FreshMango asked if the samples that will be used</p>

	<p>for the testing will come from those included in the delivery.</p> <p>Ms. Rigoroso answered in the affirmative.</p> <p>The representative from FreshMango asked if there will be physical testing during the opening of bids.</p> <p>Ms. Rigoroso answered in the negative.</p>
TECHNICAL SPECIFICATIONS	"NO DISCUSSION"
BIDDING FORMS	<p>1. Annex "I", Page 117</p> <p>The representative from Armak Tape asked what is the meaning of similar contract for office supplies.</p> <p>The Vice-Chairperson answered that items grouped as Office Supplies in Annex "I" are considered Office Supplies.</p>
OTHER MATTERS	"NO DISCUSSION"
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 December 5, 2018.
PREPARED BY	(SGD.) JOSHUA FELINO JULIAN F. DULCE Provisional Member (PMOIC)
CERTIFIED CORRECT	<p>(SGD.) MR. JEFFREY M. BERTUMEN Provisional Member (Ad hoc Representative, PS)</p> <p>(SGD.) MR. PAUL JASPER V. DE GUZMAN Vice-Chairperson</p> <p>(SGD.) MR. JOSEPH CONRAD D. DUEÑAS Chairperson</p>