



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



MINUTES OF MEETING

December 6, 2018	10:00 AM	Conference Room C
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Tools and Equipment for Technical-Vocational-Livelihood Specialization for Public Senior High Schools (Agricultural Crops Production) for the Department of Education
REFERENCE NO.	PB No. 18-431-5
ATTENDEES	<p>Bids and Awards Committee V Ms. Teresita J. Dela Cruz Chairperson Mr. Webster M. Laureñana Provisional Member (PMO-in-charge) Dir. Raul Larosa Ad Hoc Member</p> <p>Procurement Division V Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat</p> <p>End-User's Representatives Mr. Ralph H. Neri Mr. Alejandro B. Ybañez DepEd-BLR Mr. Jaymar N. Akiosa DepEd-BLR Mr. Emanuel Bagual DepEd-BLR DepEd-BLR</p> <p>Prospective Bidders Ms. Christine Ochovillo Mr. Francisco Chico Lakas Agricultural Manufacturing Ms. Fe Agustin SciPek Trade P.I. Farm Inc.</p>
CALL TO ORDER	1. The scheduled Pre-bid Conference started at 10:53 AM with the Chairperson presiding. She then instructed the BAC Secretariat, Ms.



	<p>Andulan to acknowledge the presence of the attendees.</p> <p>2. Ms. Andulan, likewise, presented the Invitation to Observers however none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked Ms. Andulan to proceed with the presentation of general requirements in government procurement.</p>
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DISCUSSION

BID DOCUMENTS

INVITATION TO BID	NO DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>BDS Clause 5.4 Page 41</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 fifty percent (50%) of the ABC.</p> <p>xxx</p> <p>Ms. Agustin of P.I. Farm Inc. asked to consider submission of aggregate contracts for the single largest contracts to comply with the fifty percent (50%) requirement.</p> <p>On the other hand, Ms. Ochovillo of Lakas Agricultural Manufacturing invoked that aggregate contracts are only permitted when none of the bidders can comply with the requirement.</p> <p>The PMOIC took note of this matter subject to deliberation of the Bids and Awards Committee (BAC).</p> <p>xxx</p>

BDS Clause 29.2
Page 47

xxx

- One (1) year warranty on parts and three (3) years on services – **Mower (grass cutter)**
- One (1) year warranty on parts and five (5) years on services – **Hand Tractor**

xxx

One of the prospective bidders wanted to clarify if the one (1) year warranty for parts will apply to all the parts of the grass cutter including the consumables.

The End-User clarified that the consumable parts are not included in the warranty.

Furthermore, a supplier asked if the service warranty of five (5) years will cover every problem that may occur within the said period, considering that the End-User of the equipment are students and some schools are located in far part of the country. In view of the circumstances, she requested to reduce the warranty for services.

Mr. Ochovillo averred that this program will be handled by a qualified TVL instructor, thus, the period of service warranty will not be a problem since once the supplier conducted training in regards to the parts or the manual use of the tractor, trouble will be avoided.

The Chairperson acknowledged the comment of Mr. Ochovillo and assured that the End-Users will not be allowed to handle the Hand Tractor unless they have undergone proper training and orientation. In support, the PMOIC presented the requirement for training programs that should be conducted by the supplier.

GENERAL CONDITIONS
OF CONTRACT

NO DISCUSSION

SPECIAL CONDITIONS
OF THE CONTRACT

The prospective bidders asked if it is possible to deliver the equipments in the Regional Offices of DepEd or to designate drop-off points instead of directly delivering the same in the recipient schools taking into account the safety of their personnel. In addition, they requested to bid the items separately. They asserted that the budget is not enough to cover all the items to be bid.

The End-User took note of this matter subject to discussion with the

	<p>Committee. In the matter of the of the delivery site, the End-User guaranteed the suppliers that the items will be delivered in urban areas, hence, location will not be a problem.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>The PMOIC asked the suppliers If the delivery period of two hundred and ten (210) calendar days is reasonable.</p> <p>The suppliers suggested three hundred (300) calendar days considering the locations, trainings to conduct, and the number of personnel to deploy.</p> <p>The Chairperson noted the request of the suppliers. She stated that these matters will be thoroughly discussed with the End-User.</p> <p>XXX</p> <p>The suppliers invoked that the requirement of fifteen (15) calendar days for the submission of sample is not viable for equipments that will be imported from abroad.</p> <p>The PMOIC took note of the concern and will refer the matter to the End-User.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>One of the prospective bidders inquired if they are still oblige to indicate the brand and model of the equipment even if the same is personalized.</p> <p>The End-User stated that they must specify in the Conformity with the Technical Specifications that the item is "FABRICATED".</p> <p>XXX</p> <p>Lot No. 1: Supply and Delivery of Agricultural Products -TVL Projects Item No. 2: Cart Page 80</p> <p>XXX</p> <ul style="list-style-type: none"> • With Service centers located in Highly Urbanized Cities in the Philippines. <p>XXX</p> <p>The PMOIC announced that a Bid Bulletin will be issued to clarify the number and location of service centers that will be required.</p> <p>XXX</p>

Item No. 3 Chain Saw, Portable
Page 80

xxx

- 16 inch High Quality 62cc Gasoline Chain Saw

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- Guide Bar size: 18 inches (minimum)

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A supplier wanted to clarify the aforementioned requirement since 16 inch is incompatible with the 62cc requirement. For the Guide Bar size, the suppliers commented that the same must be identical with the 16 inch size.

In the conduct of basic training, the suppliers requested if the Committee will consider the training through a video presentation for them to be given ample time to comply with the delivery schedule for it will affect the timeline in case the person in charge is not present.

The End-User stated that these specifications will be reviewed by them for clarification. For the training, the End-User assured the suppliers that during the contract implementation DepEd will closely coordinate with the recipient schools to ensure their availability during the delivery period and training.

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Mr. Ochovillo averred that the budget of P 36, 130. 33 for the Hand Tractor is not sufficient considering the technical specifications required.

The PMOIC took note of the concern and will refer the matter to the End-User.


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Item No. 4: Hand Tractor
Page 82

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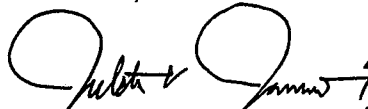
- Type of engine: Diesel

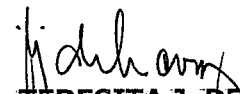
	<p>xxx Moreover, Mr. Ochovillo inquired if a gasoline or air-cooled diesel type of engine will be acceptable.</p> <p>The PMOIC took note of these matters raised by Mr. Ochovillo for review of the End-User.</p> <p>xxx</p> <p>Item No. 12: Step Ladder Page 91</p> <p>xxx</p> <ul style="list-style-type: none"> • Comes with twin step and folded <p>xxx One of the suppliers invoked that the allotted budget for the Step Ladder will not be enough to cover a twin step and folded requirement.</p> <p>The Committee noted this concern for review of the End-user.</p>
BID FORMS	<p>The PMOIC reminded the prospective bidders to sign every page of the Bid Form. He likewise emphasized that a Community Tax Certificate is not considered as a competent proof of identity, thus, they may refer to the 2004 Rules on Notarial Practice for reference. Furthermore, he stated that failure to comply with these requirements is a ground for disqualification.</p>

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:53 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on December 6, 2018.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT

CERTIFIED CORRECT

DIR. RAUL LAROSA
Ad Hoc Member, Bids and Awards Committee V


MR. WEBSTER M. LAUREÑANA
PMOIC, Bids and Awards Committee V


MS. TERESITA J. DELA CRUZ
Chairperson, Bids and Awards Committee V