



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



MINUTES OF MEETING

January 16, 2019

1:00 PM

Conference A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Mop Handle for the Procurement Service	
REFERENCE NO.	PB 19-005-5	
ATTENDEES	<div><div>Bids and Awards Committee V Ms. Teresita J. Dela Cruz Mr. Jack G. Mercado Mr. Arnel B. Cunanan Mr. Boycie F. Tarca</div><div>Procurement Division V Engr. Yuji C. Hoshina Ms. Rosemarie N. Andulan</div><div>Observer Engr. El Jon G. Bunao</div><div>Prospective Bidders Ms. Leny de Ocera Ms. Corazon dela Torre Ms. Lonera Sanido Mr. Allan Toledo</div></div> <div><div>Chairperson Vice Chairperson Provisional Member (PMO-in-charge) Ad Hoc Member</div><div>Member Secretariat</div><div>Inspection Division</div><div>LMS Industries LMS Industries LMS Industries TIMCO</div></div>	
CALL TO ORDER	<div><div>1. The scheduled Pre-bid Conference started at 1:30 PM.</div><div>2. Engr. Hoshina acknowledged the presence of attendees.</div><div>3. He likewise reported that observers were invited for this activity but none confirmed their attendance.</div><div>4. Having established the required quorum, the Chairperson asked Ms. Andulan</div></div>	

	to proceed with the presentation of general requirements in government procurement.
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DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO HIGHLIGHT
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDER
BID DATA SHEET	The Chairperson emphasized that for the submission of Mayor's Permit, the bidder can submit a 2019 Mayor's Permit or a 2018 Mayor's Permit provided that it is accompanied with Official Receipt as proof that the bidder has applied and paid for the renewal of the permit for 2019
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO HIGHLIGHT
SCHEDULE OF REQUIREMENTS	NO HIGHLIGHT
TECHNICAL SPECIFICATIONS	<p>Lot No. 1: Supply and Delivery of Mop Handle Technical Specifications Page 73</p> <p>xxx</p> <p>Conform to ARTICLE 77 of the consumer Act of the Philippines (RA 7394)</p> <ul style="list-style-type: none"> a) Its correct and registered trade name or brand name; b) Its duly registered trademark; c) Its duly registered business name; d) The address of the manufacturer, importer, re-packer of the consumer product in the Philippines; e) Its general make or active ingredients; f) The net quantity of contents, in terms of weight, measure or numerical

count rounded of to at least the nearest tenths in the metric system;
g) Country of manufacturer, if imported; and
h) If a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact.

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Ms. De Ocera of LMS Industries inquired if it is acceptable to submit a proof of IPO application in case the registration for the trademark is still on process.

The Chairperson advised Ms. De Ocera to put this concern in writing to make it official and in record. The matter shall be discussed with the Bids and Awards Committee (BAC) members.

Furthermore, the Chairperson informed the prospective bidders that the BAC V has written a letter addressed to the Technical Specifications Review Committee (TSRC) asking for clarification on the application of the aforementioned minimum labeling requirements under the Consumer's Act to the common use items handled by BAC V. She, likewise, stated that as of now there is still no response from the TSRC and until receipt of such notice, the Opening of Bids cannot be conducted. Moreover, the Chairperson advised them that, any modification in the requirement of the Technical Specifications will be incorporated in the bid bulletin.

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Technical Specifications
Page 73

xxx

Conforms to the attached Technical Specifications

PS STANDARD No. OS 013:2016

UNSPSC Code: 47131613-MP-H02

Dated : February 6, 2017

xxx

The Chairperson observed that the PMOIC failed to attach in the bidding document the Technical Specifications as mentioned above.

The PMOIC acknowledged the same and stated that he will include the same at the bidding document.

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Subsequently, Mr. Laureñana gave further explanation on the Technical Specifications PS Standard No. OS 013:2016 UNSPSC Code: 47121613-MP-H02 dated February 6, 2017.

The Chairperson wanted to clarify if the measurements provided therein should be interpreted in ranges.

Mr. Laureñana answered in the affirmative. He explained that in order for the offered item to pass the sample evaluation, measurement must be within the range as provided in the Technical Specifications.

While for the length of the rod, one of the representatives from LMS Industries inquired if the 15mm length is the minimum requirement.

Mr. Laureñana stated that the provided length of 15mm is the minimum requirement which must be maintained and there will be no maximum measurement.

For the measurement of the steel rod of 48mm to 52mm, Mr. Toledo of TIMCO averred that it is too diminutive considering its bended part. It is likewise affirmed by the representative of LMS Industries.

Mr. Laureñana considered this matter and proposed to provide tolerance of +/-2mm on the required measurement. Thus, making it 46mm to 54mm.

In regards with the length of the shank, the agent of LMS inquired if the measurement will start at the end of the shank since it may vary depending on the length of the metal handle.

Mr. Laureñana clarified that the measurement will start from the tip of the steel rod to the mouth of the cylinder and this must be within the range of 63mm to 68mm.


Moreover, Mr. Laureñana informed the prospective bidders that he will clarify the 4.5mm thickness of the curvature to the TSRC, if it is considered the minimum requirement.

The Chairperson alternatively proposed to make a formal recommendation to the TSRC as to the measurements involved. This is to fast track the process and to avoid any further delay to the bidding process.

The Vice Chairperson clarified that all the requirements for the measurement of the parts of the Mop Handle should be in whole number.


One of the representatives of LMS Industries suggested to lower the

	<p>measurement requirement for the hole of the screw from 9.5mm to 7.5mm or at least make the 9.5mm the maximum requirement since the standard size of a screw driver is barely 7.5mm.</p> <p>Mr. Laureñana took note of this concern subject for discussion with the TSRC.</p> <p>Moreover, Mr. Toledo requested to increase the measurement requirement of the clipper from 36mm-40mm to 36mm to 42mm for the reason of its bended part.</p> <p>In response, Mr. Laureñana noted this matter for proposal to the TSRC.</p> <p>To summarize the discussion, he elaborated the entire proposed modification in the measurement requested by the prospective bidders.</p>
BID FORMS	NO DISCUSSION

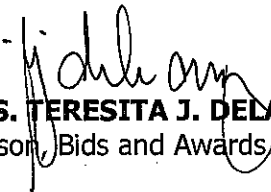
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:45 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on January 16, 2019.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT

CERTIFIED CORRECT


MR. BOYCIE F. TARCA
AD HOC, MEMBER


MR. ARNEL B. CUNANAN
PMOIC, Bids and Awards Committee V


MR. JACK G. MERCADO
Vice-Chairperson, Bids and Awards Committee V


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