

MINUTES OF MEETING

06 August 2019	10:00 AM	AUDIO VISUAL ROOM (AVR)
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MEETING CALLED BY	Bids and Awards Committee III	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of A&E Modules for the Department of Education (DepEd)	
REFERENCE NO.	PB No. 19-230-3	
ATTENDEES	<p>Bids and Awards Committee III Marc Hordejan Joseph Balagtas Judy Mendoza</p> <p>Procurement Division 3 Erica Santos</p> <p>Bidders Eric Sebastian Noel Mariano Felix Acevedo Julius Montalla Rowena Gardon Rufino Fajardo Fairy Ricablanca Leny Tapel Ramon Ancaja Karen Li Eugene Li Julie Pelobello Lhen Villanueva Bevelyn Reyes Amy Antonio Gina Rejano Katherine Silva Angelo Reyes Aileen Reblora</p>	<p>Vice-Chairperson Provisional Member/PMOIC AdHoc Member</p> <p>Secretariat</p> <p>Philprint & Allied Services Philprint & Allied Services Vicarish Publications ANP Trading Inc. FNB Educational Inc. Mosler Philippines Inc. Mosler Philippines Inc. Vibal Publishing House Inc. RMA Multimedia Corp. Ultratech Printing Ultratech Printing Printwell Inc. Bloombooks Inc. FIEC Velprint Corp. Velprint Corp. FEP Printing Corp. FIEC Prinpia Co., Ltd.</p>

	<p>Lilibeth Manabat Agnes Debulos</p> <p>Book Media Press Inc. Forms International</p>
<p>CALL TO ORDER</p>	<p>The scheduled Pre-bid Conference started at 10:15 AM with the Vice-Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>
<p>I. BID DOCUMENTS</p>	
<p>INSTRUCTIONS TO BIDDERS</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>BID DATA SHEET</p>	<p><i>Page 38, Clause 5.4</i></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ For the Single Largest Completed Contract, representative from Mosler Philippines Inc. asked if aggregated contracts are acceptable. The Committee took note of the matter for further discussion. <p>xxx</p> <p><i>Page 39, Clause 12.1 (a)(i)</i></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Representative from Book Media Press Inc. mentioned whether their Tax Clearance Certificate which is still under the process of renewal is acceptable. The Vice-chairperson asked the prospective bidder when is the estimated date of the release of the certificate. He requested them to put in writing their request. <p>xxx</p> <p><i>Page 43, Clause 29.2, Item No.2</i></p> <p>xxx</p> <p>2. Latest Value Added Tax Returns (Forms 2550M and 25500 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months before</p>

	<p>the deadline of Opening of Bids.</p> <p><i>xxx</i></p> <p><i>Page 44, Clause 29.2, Item No. 7</i></p> <p><i>xxx</i></p> <ul style="list-style-type: none"> ➤ Representative from Forms International asked if they can submit an affidavit of ownership for the printing and binding equipment because the proofs of ownership were misplaced. Mr. Balagtas asked if the affidavit is notarized. The representative answered affirmatively. Mr. Balagtas mentioned that it is acceptable, and the serial number of equipment written in the affidavit will be confirmed and validated during the actual site visit. <p><i>xxx</i></p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p><i>Page 63, Clause 1 (k)</i></p> <p><i>xxx</i></p> <ul style="list-style-type: none"> ➤ Representative from Mosler Philippines Inc. cited their experience when it comes to delivery. He mentioned that division offices usually receives the first batch of delivery but eventually rejects the succeeding deliveries due to limited warehouse capacity. He asked what they will do and cited that it will incur them additional expenses. Ms. Mendoza answered that they provide contact persons for each delivery site. She added that the awardee can contact the Head Office to properly coordinate with the field offices. She also suggested to the bidders to make a list of offices that rejects deliveries. <p><i>xxx</i></p> <p><i>Page 67, Clause 10. 2</i></p> <ul style="list-style-type: none"> ➤ Representative from Book Media Press Inc. mentioned that when it comes to the release of retention money, they encountered problems where issuance of Certificates of Acceptance was delayed even if they already completed the delivery. Ms. Mendoza mentioned that for this project, she will further verify if this is still required. She added that necessary changes will be issued through Bid Bulletin.

	<ul style="list-style-type: none"> ➤ One of the prospective bidders asked how many days will they be paid. Mr. Balagtas answered that if all documents are complete, payment can be processed within five (5) to seven (7) working days. <p>xxx</p> <p><i>Page 68, Clause 17.3</i></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Representative from Book Media Press Inc. mentioned that for the warranty of books, it is usually three (3) months only after acceptance by the Procuring Entity or after the goods are consumed. The Committee took note of the comment and will further discuss the matter. <p>xxx</p> <p><i>Page 70, Production and Pre-Inspection Activities, Item No. 5</i></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Representative from Book Media Press Inc. asked if PS-DBM will provide template for the Inspection and Acceptance Report (IAR). Ms. Mendoza answered that for DepEd procurement, they provide the template for IAR. However, since this is under PS-DBM, PS will be the one to provide the template. Mr. Balagtas added that Inspection Division have the template. The representative also asked if the same case goes for the Property Transfer Receipt (PTR). Ms. Mendoza answered that DepEd will provide the template for PTR. <p>xxx</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p><i>Page 73</i></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Representative from FEP Printing Corp. asked the reckoning date for printing, binding, packing of materials and delivery of items. She also asked if it is okay not to receive the Notice to Proceed (NTP) not unless they receive the authority to mass print. Ms. Mendoza from DepEd mentioned that the press proofing is thirty (30) calendar days from receipt of NTP. She also added that the schedule for printing, binding, packing of materials and delivery of

	<p>modules is one hundred twenty (120) calendar days from the issuance of Authority to Mass Print (AMP).</p> <ul style="list-style-type: none"> ➤ Representative from Book Media Press Inc. suggested that the reckoning date of proofing is the receipt of NTP, from Notice of Award (NOA). The Committee took note of the matter and requested them to put in writing their suggestions. <p>xxx</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p><i>Page 102</i></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Representative from Book Media Press Inc. asked about the packaging. She asked whether they will group it by title or by classification. Ms. Mendoza said that the packaging should be per classification, meaning if Lot No. 1 has 25 modules, those 25 modules with different titles are packed as one set. She also asked the color of the inside of the back cover. Ms. Mendoza answered that no color is required on the inside of the back cover. ➤ Prospective bidders requested to group the modules by title, some by classification. The Vice-chairperson asked the bidders to write their recommendation regarding this matter to further discuss it by the BAC.
<p>TERMS OF REFERENCE</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>BIDDING FORMS</p>	<p><i>Page 116, 117</i></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Prospective bidder asked whether the Schedule of Prices will be filled up by lot or by title. Mr. Balagtas mentioned that either of the two is acceptable. Vice-chairperson added that the value indicated on the Schedule of Prices should be equivalent to the value indicated on the Bid Form. ➤ The Vice-Chairperson reminded all prospective bidders to still submit forms such as the Statement of All Ongoing Contracts even on the event that they have no ongoing contract. He mentioned that they still need to submit the forms and put "None" or "Not Applicable". <p>xxx</p>

II. TIMELINE

PRE-BID CONFERENCE

POSTING IN PHILGEPS	July 30, 2019
PREBID CONFERENCE	August 6, 2019 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	August 13, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	August 20, 2019 ; 10:00 AM
III. OTHER DISCUSSIONS	
OTHER MATTERS	No other matters discussed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:10 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 06 August 2019 .
PREPARED BY	Procurement Division 3: SGD ERICA SANTOS Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III: JUDY MENDOZA AdHoc Member ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member ON LEAVE ENGR. EDWARD SADDI Chairperson SGD JOSEPH BALAGTAS Provisional Member / PMOIC SGD MARC HORDEJAN Vice-Chairperson