



MINUTES OF MEETING

Monday, October 28, 2019

10:00AM

MEETING ROOM 1

MEETING CALLED BY	PROCUREMENT SERVICE –INTERNAL BIDS AND AWARDS COMMITTEE 1 (PS-IBAC 1)	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	DOOR TO DOOR FORWARDING AND DELIVERY SERVICES FOR PROCUREMENT SERVICE (PS) HUBS, DEPOTS AND SUB-DEPOTS FOR ONE (1) YEAR.	
REFERENCE	PB No. 06-2019	
ATTENDEES	Bids and Awards Committee:	
	Mr. Joseph Conrad D. Dueñas	Vice Chairperson
	Mr. Mark Anthony G. Huertas	Member
	Ms. Mary Ann G. Peñaflor	Member
	BAC Secretariat:	
	Ms. Mary Willen DJ. Renomeron	Secretariat
	Ms. Maria Danica Abengoza	Secretariat
	Mr. Reygienald L. Nacario	Secretariat
	Prospective Bidders:	
	Mr. Joseph Javier	PLI
	Mr. Nickel Barron	PLI
	Ms. Therese Tacorda	2GO Express
	Ms. Jenelyn Escala	2GO Express
	Mr. Allan Ochoa	LBC
	Mr. Chris Ramirez	LBC
	Ms. Sarah Belga	GSSU
	Mr. Omar Tagabucba	GSSU
	Ms. Roche Ecat	OLS
	Ms. Jeany Lagamayo	Redgold Forwarder Inc.
	Mr. Gustavo Vitriolo	LBC
	Mr. Edison Cadsanay	FCFI
	Ms. Christina Tungaro	FCFI

CALL TO ORDER

1. The scheduled **Pre-bid Conference** started at **10:20 AM** with the Vice Chairperson presiding.
2. The Chairperson acknowledged the presence of all the attendees.
3. The Invitation to Observers was also presented; however, none confirmed their attendance.
4. Having established the required quorum, the Vice Chairperson proceeded with the discussion of the *Invitation to Bid* (ITB) as posted, the issued *Supplemental Bid Bulletin* (SBB) No. 1, and the general requirements for the procurement project.

DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID

An *SBB No.1* dated October 21, 2019 was issued to correct the mandatory timelines, typographical errors, and some clarifications in the provisions of the bid documents.

Amended Timelines of the bidding activities was discussed for the proponent's awareness:

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Deadline for Submission of Written Clarification.	October 31, 2019
Last day of issuance of Supplemental Bid Bulletin.	November 4, 2019
Deadline of submission and receipt of Bid Proposals	November 11, 2019; 10:00AM

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The Vice Chairperson clarified to the proponents that the project consists of three (3) lots and prospective proponents can bid on any or all of the lots. The price offer should not exceed the individual budget per destination as well as the total budget for the corresponding lot.

The cost of the bid documents per lot where the proponent wishes to bid on was also explained as follows:

Price of Bidding Documents	
Lot 1 (Visayas)	P 2,000.00
Lot 2 (Mindanao)	P 4,000.00
Lot 3 (Pampanga Hubs)	P 2,000.00

The prospective bidder asked if the Single Largest Completed Contract (SLCC) is limited with Government Projects.

In response, the Vice Chairperson explained that this is open for any contact within government and private contracts as long as it comply with the amount as well as it has similar project.

The prospective bidder asked if the SLCC would be pertaining all lots (1,2,3) so that it would be 50% of the total budget assuming to join all lots.

In reply, the Vice Chair stated that the bidder can submit one (1) similar contract for any or all of the lots where it wishes to bid on, as long as it complies with the 50% minimum amount foreach of the lot. The submission of the SLCC for the corresponding lot is treated individually.

The prospective supplier asked if the bid security will be per lot or if it should cover all the lot.

The Vice Chair replied that one bid security can be submitted as long as it is specified and the total amount covers any or all of the lots. As an example, the bid securing declaration, which is the most commonly used bid security must be specific to the project.

Correction on Lot 3 Surety bond. It should be read as P 549,735.00 and not P 549,894.00. This will be included in the bid bulletin to reflect the effect of the changes.

Prospective bidder from PLI asked if the budget for the project is for 2018 or 2019 as stated in Page 68 of the Bidding Document.

The Vice Chair stated that the budget is from 2019 as indicated in Invitation to Bid. But an amendment in Page 68 of the bid docs will be included in the Supplemental Bid Bulletin No. 2.

Clarification on the Bid Form with reference on the Public Bidding No. of the project which should be PB-006-19 will be included in the Bid Bulletin No. 2.

The supplier asked that assuming they will join all of the lots, can they

INSTRUCTIONS TO
BIDDERS

submit one set of documents for technical eligibility and one set of financial.

The Vice Chair stated that they can submit one set for the original and one set for the Copy 1

The Committee take note of the query and will resolve through the bid bulletin.

BDS Clause 29.2

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The prospective Lowest Calculated Bidder has 5 calendar days to submit post-qualification documents from receipt of the Notice, which are the following:

- Income Tax Returns for year 2018;
- Latest Value Added Tax Returns (Form 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the last six (6) months before the deadline for submission and opening of bids. The submission should comprise of six (6) VAT Returns;
- Proof of single largest completed contract which should be a verifiable document (to be identified in the bid bulletin);
- Any evidence as proof of compliance with the bidder's actual offer;
- Notarized Certification that the forwarder has been in the industry for at least five (5) years;
- Lot 1: Three (3) accredited shipping lines and three (3) hauling services;
- Lot 2: Three (3) accredited shipping lines and three (3) hauling services;
- Lot 3: Three (3) hauling services;
- A sailing schedule of accredited shipping lines which shall correspond to any of the destination of the lot

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One of the supplier asked if the five (5) years in the industry requirements can be lowered down.

The Vice-Chair explained that the industry requirement has been reduced to five (5) years from the original ten (10). The Vice-Chair suggested that they can do a Joint Venture to qualify on the minimum industry requirement.

BID DATA SHEET

GENERAL CONDITIONS OF THE CONTRACT

"NO DISCUSSION"

SPECIAL CONDITIONS OF THE CONTRACT

"NO DISCUSSION"

SCHEDULE OF REQUIREMENTS

It was discussed and cleared by the committee that the contract implementation will be under ordering agreement.

The delivery period will commence from the loading date and not on the date that the Notice of Delivery is made.

LBC Representative asked if there would be a chance of changing of destination, and what will be the change in liability and accountability.

It was discussed by Mr. Bertumen that changing of destinations dooccur on a case to case basis only. In such instance, the PS Depot, Warehouse, and the forwarder/logistics firm must be closely coordinated for resolution.

TECHNICAL SPECIFICATIONS

It was also discussed and cleared that forwarder will not be penalized on incurred delay as long as the delivery are put on-hold by the shipper and the forwarder has the proper documentation.

LBC Supplier asked if in case the frequencies indicate where consumed, can a repeat order be applicable.

The committee answered that repeat order is possible as long as the price is still acceptable (still the lowest) and the it can be done within the six (6) months after the last Delivery order. Also the repeat order will be maximum of 25% of the contract.

BIDDING FORMS

" No Discussion"

OTHER MATTERS

Parked Questions:

1. What is the basis for the computation of penalty charges for every day of delay? (Load or Destination)
2. What is the basis for the evaluation of Charges for insurance purposes.
3. Storage fees.

Once discussed with the committee, these will be part of the Bid Bulletin#2.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **12:00PM.**

CERTIFICATION

We certify that the foregoing is the true account of the Pre-bid Conference conducted on **October 28, 2019.**

PREPARED BY

**SGD.
MR. REYGIENALD L. NACARIO**
Secretariat

CERTIFIED CORRECT

**SGD.
JOSEPH CONRAD D. DUEÑAS**
Vice Chairperson