



MINUTES OF MEETING

Monday, January 21, 2019	10:00 AM	TWG ROOM
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X																																	
TYPE OF MEETING	Pre-bid Conference																																	
PROJECT	<i>Supply and Delivery of Air Conditioning Units for the Professional Regulation Commission (PRC)</i>																																	
REFERENCE NO.	PB 19-010-10																																	
	<p>BIDS AND AWARDS COMMITTEE X</p> <table border="0"> <tr> <td>Engr. Pablo Roman C. Andres</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Webster M. Laureñana</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Jayson C. Erquiza</td> <td>Provisional Member/PMO-in-Charge</td> </tr> <tr> <td>Mr. Aldrich G. Lunag</td> <td>Ad Hoc Representative</td> </tr> </table> <p>Procurement Division X</p> <table border="0"> <tr> <td>Ms. Maricel R. Vergel de Dios</td> <td>Secretariat</td> </tr> <tr> <td>Engr. Chamel Fiji C. Melo</td> <td>TWG Member</td> </tr> <tr> <td>Ms. Jennifer M. Ancheta</td> <td>Member</td> </tr> <tr> <td>Ms. Barby Ann M. Villamor</td> <td>Member</td> </tr> </table> <p>End User Agency</p> <table border="0"> <tr> <td>Engr. Gerson T. Empaynido</td> <td>TWG Member</td> </tr> </table> <p>Bidder</p> <table border="0"> <tr> <td>Mr. Allan Malimban</td> <td>Innovalite</td> </tr> <tr> <td>Mr. Bobby Matienzo</td> <td>Superaire</td> </tr> <tr> <td>Ms. Arianne Rondilla</td> <td>Superaire</td> </tr> <tr> <td>Ms. Rose dela Cruz</td> <td>ACMI</td> </tr> <tr> <td>Ms. Margarita Macaranas</td> <td>Globalaire Tecchnology Corp.</td> </tr> <tr> <td>Mr. Edgar Bag-ao</td> <td>KService</td> </tr> </table>		Engr. Pablo Roman C. Andres	Chairperson	Mr. Webster M. Laureñana	Vice-Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Mr. Jayson C. Erquiza	Provisional Member/PMO-in-Charge	Mr. Aldrich G. Lunag	Ad Hoc Representative	Ms. Maricel R. Vergel de Dios	Secretariat	Engr. Chamel Fiji C. Melo	TWG Member	Ms. Jennifer M. Ancheta	Member	Ms. Barby Ann M. Villamor	Member	Engr. Gerson T. Empaynido	TWG Member	Mr. Allan Malimban	Innovalite	Mr. Bobby Matienzo	Superaire	Ms. Arianne Rondilla	Superaire	Ms. Rose dela Cruz	ACMI	Ms. Margarita Macaranas	Globalaire Tecchnology Corp.	Mr. Edgar Bag-ao	KService
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.
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DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none"> • The Chairperson stated that since all the Bidders are familiar with the government procurement, he instructed the BAC Secretariat to proceed with the discussion of Bid Data Sheet and continued by the TWG Member. The bidders acknowledged it.
INVITATION TO BID	“NO DISCUSSION”
INSTRUCTION TO BIDDERS	“NO DISCUSSION”
BID DATA SHEET	<p>SECTION III ITB Clause 5.4 Page 40</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.</p> <p>For this purpose, similar contracts shall refer to <i>Supply and Delivery of Air Conditioning Units.</i></p> <ul style="list-style-type: none"> • The BAC Secretariat explained that similar contract refers to Supply and Delivery of Air Conditioning Units, she reminded also the bidders that there is a prescribed form to be use located at the back Section VIII Bidding forms. <p>SECTION III ITB Clause 12.1 (a)(i) Page 40-41</p> <p>xxx</p> <ol style="list-style-type: none"> 2. 2018 Mayor’s Permit with attach Renewal Application for 2019 Mayor’s Permit.

- The Chairperson explained that they can attach their old 2018 Mayor's Permit with a proof such as renewal application form, official receipt. The prospective bidder acknowledged it.

SECTION III
ITB Clause 18.1
Page 42-43

Lot No.	Item/ Description	Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee or Irrevocable Letter of Credit (2%)	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03- 2012)
1	AIR CONDITIONING UNIT, brand new 1.5HP, window type, inverter	P 3,999.50	P 9,998.75	Please see Section VIII attached as Annex "H" Please see Section VIII attached as Annex "H"
2	AIR CONDITIONING UNIT, brand new 2HP, window type, inverter	P 11, 328.90	P 28,322.25	
3	AIR CONDITIONING UNIT, brand new 2HP, wall-mounted, inverter	P 2,729.70	P 6,824.25	
4	AIR CONDITIONING UNIT, brand new 3HP, wall-mounted, inverter	P 1,465.90	P 3,664.75	
5	AIR CONDITIONING UNIT, brand new 5TR, ceiling-mounted, inverter	P 5,278.39	P 13,195.98	
6	AIR CONDITIONING UNIT, brand new 5TR, floor-mounted, inverter	P 12,692.31	P 31,730.77	

- The BAC Secretariat presented the corresponding definitive computations for six (6) lots and the prescribed form for Bid Securing Declaration can be found at Section VIII Bidding Forms Annex H.
- **A prospective bidder asked if they can re-type the Bid Securing Declaration Form?**
 - *The Chairperson answered that they can re-type the Bid Securing Declaration Form but make sure not to omit anything. The prospective bidder acknowledged it.*

SECTION III

ITB Clause 29.2

Page 44-45

1. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.
 2. Submission of pieces of evidence as proof of compliance with the bidder's actual offer, if applicable.
 3. Latest Income Tax Returns for year 2017 (BIR Form 1701 or 1702).
 4. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the previous six (6) months.
 5. Valid and updated PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids.
- The BAC Secretariat presented the requirements for post qualification documents.

GENERAL CONDITIONS OF CONTRACT

"NO DISCUSSION"

SPECIAL CONDITIONS OF CONTRACT

"NO DISCUSSION"

SECTION VI

Page 70

SCHEDULE OF REQUIREMENTS

Lot No.	Qty.	Item/Description	Delivery period
1	5 units	AIR CONDITIONING UNIT, brand new 1.5HP, window type, inverter	Thirty (30) Calendar Days from the date indicated in the Notice to Proceed (NTP)
2	11 units	AIR CONDITIONING UNIT, brand new 2HP, window type, inverter	
3	3 units	AIR CONDITIONING UNIT, brand new 2HP, wall-mounted, inverter	
4	1 unit	AIR CONDITIONING UNIT, brand new 3HP, wall-mounted, inverter	
5	2 units	AIR CONDITIONING UNIT, brand new 5TR, ceiling-mounted, inverter	
6	4 units	AIR CONDITIONING UNIT, brand new 5TR, floor-mounted, inverter	

- The TWG Member discussed the Schedule of Requirements. He advised the bidders to complete the information needed.
- **The End User clarified when shall be the delivery period will commence from the Notice of Receipt or from the date of Notice.**
 - *The Chairperson explained that the reckoning date would be the date when the Notice to Proceed was e-mailed.*
- **A prospective bidder asked that the project is for supply and delivery only, who will install the air conditioning units since the warranty will be affected?**
 - *The Committee agreed to remove the warranty for all split type air conditioning units (Lot 3,4,5,and 6).*

SECTION VII

Page 72-78

Lot 1

AGENCY'S SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	Reference
<p>AIR CONDITIONING UNIT, brand new, 1.5HP, window type, inverter, comply with the following requirements:</p> <ul style="list-style-type: none"> - 1.5HP - window type - Inverter - Cooling Capacity :12,000 KJ / hr - Power Supply: 220-230V /1Ph / 60Hz - Remote controlled - With PS or ICC mark - Warranty: One (1) year on parts & labor/service; <li style="padding-left: 40px;">Five (5) years on compressor 	<p>Brand & Model:</p>	

TECHNICAL SPECIFICATIONS

Lot 2

AGENCY'S SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	Reference
<p>AIR CONDITIONING UNIT, brand new, 2HP, window type, inverter, comply with the following requirements:</p> <ul style="list-style-type: none"> - 2HP - window type - Inverter - Cooling Capacity :18,000 KJ / hr - Power Supply: 220-230V /1Ph / 60Hz - Remote controlled - With PS or ICC mark - Warranty: One (1) year on parts & labor/service; <li style="padding-left: 40px;">Five (5) years on compressor 	<p>Brand & Model:</p>	

Lot 3

AGENCY'S SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	Reference
<p>AIR CONDITIONING UNIT, brand new, 2HP, wall-mounted, inverter, comply with the following requirements:</p> <ul style="list-style-type: none"> - 2HP - wall-mounted, split type - Inverter - Cooling Capacity :18,900 KJ / hr - Power Supply: 230V /1Ph / 60Hz - Remote controlled - With PS or ICC mark Warranty: One (1) year on parts & labor/service; Five (5) years on compressor 	<p>Brand & Model:</p>	

Lot 4

AGENCY'S SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	Reference
<p>AIR CONDITIONING UNIT, brand new, 3HP, wall-mounted, inverter, comply with the following requirements:</p> <ul style="list-style-type: none"> - 3HP - wall-mounted, split type - Inverter - Cooling Capacity : 27,000 BTU / hr - Power Supply: 220-230V /1Ph / 60Hz - Remote controlled - With PS or ICC mark Warranty: One (1) year on parts & labor/service; Five (5) years on compressor 	<p>Brand & Model:</p>	

Lot 5

AGENCY'S SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	Reference
<p>AIR CONDITIONING UNIT, brand new, 5TR, ceiling-mounted, inverter, comply with the following requirements:</p> <ul style="list-style-type: none"> - 5TR - ceiling-mounted, split type, top discharge - Inverter - Cooling Capacity : 60,000 BTU / hr - Power Supply: 220-230V /3Ph / 60Hz - Remote controlled, auto air swing function, adjustable louver - With PS or ICC mark Warranty: One (1) year on parts & labor/service; Five (5) years on compressor 	Brand & Model:	

Lot 6

AGENCY'S SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	Reference
<p>AIR CONDITIONING UNIT, brand new, 5TR, floor-mounted, inverter, comply with the following requirements:</p> <ul style="list-style-type: none"> - 5TR - floor-mounted, split type - Inverter - Cooling Capacity : 60,000 BTU / hr - Power Supply: 220-230V /3Ph / 60Hz - Remote controlled - With PS or ICC mark Warranty: One (1) year on parts & labor/service; Five (5) years on compressor 	Brand & Model:	

	<ul style="list-style-type: none"> • The TWG Member discussed the Technical Specifications and advised the bidders to complete the information needed. . • A prospective bidder asked the Committee what is top discharge on the agency's specs? <ul style="list-style-type: none"> • <i>The Committee agreed to remove the top discharge requirement. The End-User acknowledged it.</i> • A prospective bidder asked the Committee regarding the warranty for lots 3,4,5 and 6, since installation is not included in the project, it might be affected and be voided? <ul style="list-style-type: none"> • <i>The Committee agreed to remove the warranty for all split type air conditioning units for lot 3,4,5,and 6 The End-User acknowledged it.</i> • A prospective bidder asked if the project is per line item or one project? <ul style="list-style-type: none"> • <i>The Committee answered that the project is per line item, but they encouraged the bidders to participate in all items.</i>
BIDDING FORMS	<ul style="list-style-type: none"> • The TWG Member discussed and presented the contents of the Bidding Forms.

II. OTHER DISCUSSIONS

OTHER MATTERS	<ul style="list-style-type: none"> • The Chairperson reminded the bidders to submit a certification or supporting documents for the PS or ICC Mark requirement. • The Chairperson reminded the bidders on the timeline of the project. • The Chairperson stated that all changes will be reflected in the Supplemental Bid Bulletin.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:10 AM.

CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Monday, January 21, 2019.
PREPARED BY	<p style="text-align: center;">(SGD) MARICEL R. VERGEL DE DIOS Secretariat</p>
CERTIFIED CORRECT	<p style="text-align: center;">(SGD) ALDRICH G. LUNAG Ad Hoc Representative</p> <p style="text-align: center;">(SGD) JAYSON C. ERQUIZA Provisional Member/PMO-in-Charge</p> <p style="text-align: center;"><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member/Legal</p> <p style="text-align: center;"><i>-not present-</i> WEBSTER M. LAUREÑANA Vice-Chairperson</p> <p style="text-align: center;">(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X</p>