

## MINUTES OF MEETING

Thursday, 18 July 2019	10:00 AM	Conference Room B
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MEETING CALLED BY	<b>Bids and Awards Committee VIII</b>
TYPE OF MEETING	<b>Pre-Bid Conference</b>
PROJECT	<b>Supply and Delivery of ICT and Audio Equipment for the Office of the Civil Defense (OCD)</b>
REFERENCE NO.	<b>PB No. 19-058-8</b>
ATTENDEES	<p><b>Bids and Awards Committee VIII</b>            Engr. Jaime M. Navarrete, Jr.                              Chairperson            Mr. Joseph P. Balagtas                                        Vice Chairperson            Engr. Mark John O. Nofies                                  Provisional Member            Mr. Christopher B. Gacutan                                Ad Hoc Representative, OCD</p> <p><b>Procurement Division VIII</b>            Mr. Paul Armand A. Estrada                                Member            Ms. Jamille Rae T. Baluyot                                 Member            Ms. Frances Sofia SJ. De Leon                             Member</p> <p><b>End User's Representatives</b>            Mr. Sonny Patron    Office of the Civil Defense            Ms. Leilani A. Legaspi                                        Office of the Civil Defense            Ms. Karen Kaye Caballero                                  Office of the Civil Defense            Mr. Louie Caños    Office of the Civil Defense            Mr. Charlie Rances, Jr.                                       Office of the Civil Defense</p> <p><b>Bidder(s)</b>            Ms. Cecilia Aduana    A &amp; C Global            Ms. Sarah Cortez    Gibrosen            Ms. Edna Oliveros    OPEMS            Mr. Carlo Cruz     OPEMS            Ms. Enony P. Gutierrez                                      Design Excellence            Mr. Sonny Belonio     Advance Solution            Ms. Thess Temeña     Advance Solution            Mr. Lee Alcongel    Unimaster Conglomeration, Inc.            Mr. Normando Martin                                       Freshmango, Inc.            Ms. Glyna Yap     Int'l Diamond ETH            Mr. Randy Pagtakhan                                       Footsafe Phils.            Ms. Pearl Santos    Footsafe Phils.</p>
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:30 AM presided by the Chairperson.

COMPLIANCE TO R.A.  
9184

The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.

## DISCUSSION

### I. BID DOCUMENTS

INVITATION TO BID	No further clarification.
INSTRUCTION TO BIDDERS	No further clarification.
	<p>Clause 29.2 Page 43</p> <p>xxx <b>For purposes of Post-qualification the following document(s) shall be submitted within FIVE (5) CALENDAR DAYS from receipt of Notice of Lowest Calculated Bid:</b> xxx</p> <ul style="list-style-type: none"><li>• The representative from Footsafe Phil. requested to extend the submission of the required sample to give ample time for its preparation.</li><li>➤ The Committee clarified that the required period is mandatory based on the rules of RA 9184. Hence, the Committee will retain the original requirement as specified.</li></ul>
BID DATA SHEET	<p>Clause 29.2 Page 43 Item 4</p> <p>xxx <b>Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months.</b> xxx</p> <ul style="list-style-type: none"><li>• The Representative from Footsafe Phil. requested to be clarified on the covering period of the submission of value added tax returns.</li><li>➤ The Chairperson clarified that the period will be reckoned from the Opening of Bids. For example, if the opening of proposal is scheduled on August, the required VAT Returns will be from June backward. The Chairperson emphasized that the submission of both forms 2550M and 2550Q are strictly required.</li></ul>

	<ul style="list-style-type: none"> <li>➤ The Committee took note of the requests and clarifications for discussion. Any amendment will be reflected in the issuance of Supplemental Bid Bulletin.</li> <li>➤ No further clarifications were raised for the requirement.</li> </ul>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	No further clarification.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	<p>GCC Clause 1.1 (k) Page 62</p> <p>xxx <b>The Project Site is:</b></p> <p><b>OFFICE OF THE CIVIL DEFENSE Camp Aguinaldo, Quezon City Quezon City, Philippines</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>➤ The Secretariat emphasized that the project site is only at the Office of the Civil Defense. Distribution of the items is not applicable in the project.</li> <li>➤ No further clarification.</li> </ul>
<b>SCHEDULE OF REQUIREMENTS</b>	<p>Delivery Period Page 68</p> <p>xxx <b>Within Sixty (60) Calendar Days from the date indicated in the Notice to Proceed.</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>• The Representatives from Footsafe Philippines and Int'l Diamond ETH requested to amend the delivery period of all the items from sixty (60) to ninety (90) calendar days to give ample time.</li> <li>• The Representative from Freshmango and Unimaster seconded.</li> <li>➤ The Committee took note of the request subject for deliberation. Any amendments and clarifications will be reflected upon the issuance of the Supplemental Bid Bulletin for the project.</li> </ul>
<b>TECHNICAL SPECIFICATIONS</b>	<ul style="list-style-type: none"> <li>➤ The Committee presented the manner in accomplishing the Compliance with the Technical Specification Form together with the requirements applicable for all lots.</li> </ul>

Lot No. 1: Digital Camera  
Page 70-71  
Agency Specifications

xxx

- **Service Center (Key Cities)**

xxx

- The Secretariat requested to be clarified with the End Users Technical Working Group the required Service Centers as stated in the form.
- The End Users clarified that they are requiring a Service Center in key cities per region.
- The Committee took note of the clarification. However, the Committee emphasized that the bidders may have difficulty in meeting the terms.
- The End Users will verify and will issue a necessary clarification for the requirement.

Lot No. 2: Laptop  
Page 72-73  
Approved Budget for the Contract

xxx

**APPROVED BUDGET PER UNIT: Php 14,423.08**

**APPROVED BUDGET FOR THE CONTRACT: Php 2,451,923.00**

xxx

- The Representative from Advance Solution manifested that the ABC is not sufficient for the required technical specifications.
- The Committee took note of the manifestation for discussion.

Lot No. 3: Megaphone  
Page 74-75  
Agency Specifications

xxx

- **Powered by: 8pcs. C type Batteries**

xxx

- The Representative from Int'l Diamond ETH requested to be clarified on the required type of batteries. She recommended the inclusion of D Type Batteries in the requirement to promote competitive bidding. They manifested that the requirement for the 12V Lithium Rechargeable Batteries and C Type Batteries is improbable in a megaphone.
- The End User clarified that they have successfully procured the same item with the same technical specifications in other procurement project.

- The Committee clarified that there may be an amendment in the technical specifications. The said item shall be powered by C type or D type batteries AND 12V Lithium Rechargeable batteries
- The Representative from Unimasters requested to be clarified if the Megaphone will function even when only one type of battery is inserted.
- The Committee replied in the positive. However, they reiterated the provision of two (2) types of batteries. Clarifications for the requirement will be discussed with the End Users and amendments, if any, will be reflected upon the issuance of the Supplemental Bid Bulletin.

xxx

**OCD logo (sticker) size: 2" diameter min.**

**NDRRMC logo (sticker) 2" x 2.5" min.**

xxx

- The Representative from Unimasters clarified the specific placement of the logo.
- The End Users clarified that any place where the logo is visible is acceptable. It was emphasized that sticker is the requirement for the logos.

Lot No. 4: Multi-function Radio

Page 75

Agency Specifications

xxx

**Dynamo: AC 5V 350mAh**

xxx

- The Representative from Unimasters requested to be clarified if this requirement is the same with the hand crack function.
- The End Users replied in the positive.
- The representative from OPEMS requested to amend the definition of the Single Largest Contract of the item to any contract for Disaster and Rescue Equipment to open competition among the bidders.
- The Committee took note of the request. Clarifications for the requirement will be discussed with the End Users and amendments, if any, will be reflected upon the issuance of the Supplemental Bid Bulletin.

**BID FORMS**

- The Representative from OPEMS requested to be clarified if they may issue a single Omnibus Statement covering all the lots for the project.
- The Committee replied in the positive. The Chairperson reiterated that they may also do so with the technical and financial components to promote efficiency.

	➤ Other Forms were presented and no further clarifications.
<b>III. OTHER MATTERS</b>	
<b>OTHER MATTERS</b>	The Secretariat reminded that any clarification shall be put into writing on or before <b>July 22, 2019</b> for deliberation and discussion of the Bids and Awards Committee.
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Prebid Conference conducted on July 18, 2019.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 1:45 PM.
<b>PREPARED BY</b>	<p><b>PROCUREMENT DIVISION VIII</b></p> <p style="text-align: center;"><b><u>SGD.</u></b> <b>MS. JAMILLE RAE T. BALUYOT</b> Member</p> <p style="text-align: center;"><b><u>SGD.</u></b> <b>MS. FRANCES SOFIA SJ. DE LEON</b> Member</p> <p style="text-align: center;"><b><u>SGD.</u></b> <b>MR. PAUL ARMAND A. ESTRADA</b> Member</p>
<b>CERTIFIED CORRECT</b>	<p><b>BIDS AND AWARDS COMMITTEE VIII</b></p> <p style="text-align: center;"><b><u>SGD.</u></b> <b>ENGR. JAIME M. NAVARRETE, JR</b> Chairperson</p> <p style="text-align: center;"><b><u>SGD.</u></b> <b>MR. JOSEPH P. BALAGTAS</b> Vice Chairperson</p> <p style="text-align: center;"><b><u>SGD.</u></b> <b>ENGR. MARK JOHN O. NOFIES</b> Provisional Member</p> <p style="text-align: center;"><b><u>SGD.</u></b> <b>MR. CHRISTOPHER B. GACUTAN</b> Ad Hoc Representative, OCD</p>