



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



MINUTES OF MEETING

Thursday, 28 February 2018 2:00 PM Conference Room A

MEETING CALLED BY	Bids and Awards Committee VIII	
TYPE OF MEETING	Pre-Bid Conference	
PROJECT	Supply and Delivery of Family Kit for the Office of the Civil Defense (OCD)	
REFERENCE NO.	PB No. 19-060-8	
ATTENDEES	Bids and Awards Committee VIII	
	Engr. Jaime M. Navarrete, Jr.	Chairperson
	Mr. Joseph P. Balagtas	Vice Chairperson
	Ms. Jamille Rae T. Baluyot	Provisional Member
	Mr. Christopher B. Gacutan	Ad Hoc Representative, OCD
	Procurement Division VIII	
	Mr. Paul Armand A. Estrada	Member
	Engr. Mark John O. Nofies	Member
	End User's Representatives	
	Ms. Karen Kaye G. Caballero	Office of the Civil Defense
Mr. Sonny Patron	Office of the Civil Defense	
Ms. Leilani A. Legaspi	Office of the Civil Defense	
Bidder(s)		
Ms. Ivy Joy Feliz	Unimasters Conglomeration	
Mr. Shann Chan	Unimasters Conglomeration	
Mr. Louis Alcongell	Unimasters Conglomeration	
Ms. Cristina Bautista	CYN Trading	
Ms. Jozelle Estrella	BIHIS-Cruz, Inc.	
Ms. Vynette Victoria Pajarillaga	L-Victoria Trading	
Ms. Connie Tan	Emmaiah Marketing	
Mr. Marlon Lansangan	Dels Apparel Corp.	
Ms. Yzza Gomez	VEEPO Industries	
Ms. Krish Gagyani	FineKrish	
Mr. Isho Gagyani	FineKrish	
Ms. Glynna Yap	Int'l Diamond ETH, Inc.	
Ms. Evangeline Beredico	Int'l Diamond ETH, Inc.	
Ms. Damie Deita	Anjene Industries	
Ms. Bella Caguioa	Anjene Industries	
Mr. Normando Martin	FreshMango	
Mr. Alexander Martin	FreshMango	
Ms. Ivy Novicio	SPH International, Inc.	
Ms. Jesselyn Cabunsura	SPH International, Inc.	



CALL TO ORDER	The scheduled Pre-Bid Conference started at 2:05 PM 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.
BID DATA SHEET	<p>Page 39 BDS Clause 5.4</p> <p>xxx</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 twenty five percent (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to</p> <ul style="list-style-type: none"> ➤ Lot 1 - any contract for Consumer Goods. <p>xxx</p> <ul style="list-style-type: none"> • The Representative from Unimasters Conglomeration requested for clarification on the definition of Consumer Goods. Further, they also asked if Consumer Goods as defined are in accordance with the Consumer Act. ➤ The Committee clarified that the definition of the items under Consumer Goods are items that can be purchased in groceries and similar stores. • The Representative from L. Victoria requested to be clarified if the twenty five percent (25%) may be aggregated due to the complexity of the ABC. ➤ The Committee clarified that Single Largest Contract equivalent to the required percentage must be satisfied. • The Representative from International Diamond requested to be clarified if contract for T-Shirts are acceptable to the single largest contract. ➤ The Committee clarified that contract for T-shirts are acceptable.

xxx

Licenses and permits required.

1. For Item A – Long Lasting Insecticidal Net

- FDA Certificate of Product Registration (CPR)
- FDA License to Operate (LTO)
- **Certificate of compliance to the standards of World Health Organization (WHO) through its Full recommendation**

xxx

- The Representative from FineKrish requested to delete the requirement of FDA Certificate of Product Registration. He emphasized that they will have difficulty complying the Certificate. The same also raised that WHO compliance is already acceptable since it complies with the international standard.
- The Committee clarified that based on Philippine Laws, the said registration is a mandatory requirement for the long lasting insecticidal net.
- The Representative from Dels Apparel also signifies that the Certificate is a required document for the item.
- The Representative from International Diamond requested to be clarified if only an application for the Certificate is acceptable. They further informed the Committee that they have a pending application for the same.
- The Committee clarified that FDA Certificate of Product Registration is required. Proof of application is not acceptable.
- The Committee clarified that the certificate of compliance to the WHO through its Full recommendation will also be a requirement during Post-Qualification. Inclusion will be reflected on the Supplemental Bid Bulletin.

- The Committee emphasized other essential provisions on the Bid Data Sheet and no further discussions or issues were raised. The Committee concluded that the bidders fully understand and could comply with all the requirements enumerated under BDS.

GENERAL CONDITIONS OF THE CONTRACT

No further clarification.

SPECIAL CONDITIONS OF THE CONTRACT

- The Committee emphasized that the Procuring Entity is the Procurement Service. The winning bidder will deliver the items to the OCD Regional Offices and will submit to the Procurement Service the duly accomplished Delivery Receipt.

	<ul style="list-style-type: none"> ➤ The duly accomplished delivery receipt will be the basis for the payment of the item delivered.
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Page 70 Delivery Period</p> <p>xxx Within One Hundred Twenty (120) Calendar Days from the date indicated in the Notice to Proceed. xxx</p> <ul style="list-style-type: none"> • The Representative from Unimasters requested the BAC to amend the requirement to One Hundred Eighty (180) Calendar Days. ➤ The Committee took note of the request subject for deliberation and discussion.
	<ul style="list-style-type: none"> • Representative from International Diamond requested to be clarified on the mode of delivery of the items and the acceptance test. ➤ The Ad Hoc Representative clarified that there will be a Joint PS-OCD Technical Inspection and Acceptance Committee (TIAC) which will conduct the Pre-Delivery Inspection at the staging area or supplier's warehouse before the shipping of the item to the OCD-RO. However, the Committee suggested conducting a Kick-Off Meeting to the winning bidder to discuss further the delivery of the item. ➤ The delivery of the item will be patterned to the delivery of PNP items. ➤ The delivery and acceptance shall be at the staging area (as basis for liquidated damages). Delivery to the OCD-Regional Offices shall be the basis for the payment.
<p>TECHNICAL SPECIFICATIONS</p>	<p>Page 72 Lot 1: Supply and Delivery of Family Kit for Regions I, II, III, CAR, NCR, IVA, IVB, V, VI, VII, VIII, IX, X, XI, XII, CARAGA AND ARMM</p> <p>Item A: One (1) piece Mosquito Net xxx Denier: 100 (min.) xxx</p> <ul style="list-style-type: none"> • The Representative from Unimasters requested for clarification on the testing of the requirement on Denier.
	<ul style="list-style-type: none"> ➤ The Committee clarified that denier may be supported by manufacturer's packaging information and brochure if applicable. <p>xxx</p>

Dimension, cm (L x W x H): 180 x 160 x 150 (±5%)

xxx

- The Representative from Unimasters requested to amend the ±5% to -5% only because of minimum requirement. Offers that are higher in the dimension should be acceptable.
- The Committee took note of the request subject for discussion with the BAC.

xxx

Color: Royal Blue

xxx

- The Representative from Unimasters requested that any shade of blue may be acceptable. Further, they requested the BAC to amend the requirement to Blue in General.
- The Representative from FineKrish suggested that they will submit swatches for the colors. They further requested that during the PQ any color may be submitted due to difficulty securing the royal blue.
- The Ad Hoc Representative clarified that the requirement is royal blue. Any shade of Royal Blue is acceptable.
- The request of FineKrish is not applicable because only one color is required. The Committee also informed the bidder that on the previous bidding, the bidder complied with required color.

Item B: One (1) piece Sleeping Mat

xxx

Nylon or plastic

xxx

- The Representative from Unimasters requested for clarification on the testing of nylon or plastic in the requirement and the required color for the same.
- The Committee clarified that the nylon or plastic material can be visually identified. Any offered color is acceptable.

Item C: Two (2) pieces Collapsible Jerry Can

xxx

Collapsible:

- Collapsed Dimension (cm) (L x W x H): 26 x 24 x 7 (±4%)
- Expanded Dimension (cm) (L x W x H): 26 x 24 x 33 (min.)

xxx

- The Representative from Unimasters requested the BAC to amend the

dimensions to more flexible terms, for as long as it can contain the 5 gallon requirement. Dimensions as stated can affect the offered product of the bidder that may result to disqualification of the proposal.

- The Committee took note of the request subject for discussion.
xxx

Material: Food Grade Plastic

xxx

- The representative from Unimasters requested to be clarified if they can submit a Manufacturer's Certificate for the Food Grade Plastic requirement.
- The End Users answered in affirmative. Manufacturer's Certificate for the Food Grade Plastic will also be required under BDS Clause 29.2

xxx

With OCD Logo (colored)

xxx

- The Representative from FineKrish requested to be clarified on the location of the Logo to the item.
- The End Users clarified that Logo shall be located at the back portion of the item.

Item D: Five (5) pieces Candles

- The Representative from Unimaster requested to be clarified if candles with design are acceptable. They further request the point of measurement of the candles.
- The End Users clarified that designs are acceptable considering that it will not affect the measurement of the item. It will be measured from the base to the body of the item.

Item E: Five (5) pieces T-Shirt

xxx

Material: 65% Cotton (min.)

xxx

- The Representative from Dels Apparel requested to be clarified if the material can be amended to lower cotton composition because not all textile are the same.
- The End User clarified that the minimum is 65% cotton. Offers that will not satisfy the requirement during testing will be disqualified. No amendments will be executed for the item.
- The Committee clarified that markings and logo may be embroidered,

silkscreen or heat press.

Item F: Five (5) pieces plate

XXX

Melamine

XXX

- The Committee clarified that melamine is the material for plates. This will be reflected in the issuance of the Supplemental Bid Bulletin.
- The Committee emphasized that plates and drinking cups are of the same colors.

Item H: Five (5) pieces Spoon and Fork

XXX

Material: 11/0 grade (min.) Stainless Steel

XXX

Must pass test from MIRDC, SGS or Intertek on material composition.

XXX

- The Representative from L. Victoria requested to be clarified on which testing center will be conducting the testing procedure.
- The Committee clarified that any available testing center among the enumerated may conduct the procedure during Post Qualification. The third party testing center that conducted the Post Qualification will be used during the acceptance test.

XXX

Item I: One (1) piece Solar Lamp

XXX


Power Sources:

- Integrated Solar Panel
- 220V AC power
- Hand Crank Dynamic
- **Three (3) pieces AAA Alkaline Batteries**

XXX

Clarified: Battery

- The Representative from International Diamond requested to be clarified if different brand of AAA battery is acceptable during the delivery of the item.
- The End Users clarified that they are not strict with the brand of AAA battery for as long as quality batteries are offered in replacement of the sample battery offered during Post Qualification.

	<p>XXX Rechargeable Battery (for AC power): 1200mAh XXX</p> <ul style="list-style-type: none"> • The Representative from Unimasters requested to delete the item because it cannot be verified. ➤ The Committee clarified that the brochure or marking of the manufacturer's packaging may be considered in the compliance.
	<p>Item J: Packaging Box XXX Material: Heavy duty corrugated carton XXX</p> <ul style="list-style-type: none"> • The Representative from Unimasters requested to be clarified on the identification of the heavy-duty corrugated carton. ➤ The Committee clarified that the packaging box must contain all the items and boxes must be stackable.
III. OTHER MATTERS	
<p>OTHER MATTERS</p>	<ul style="list-style-type: none"> ➤ The Secretariat reminded the bidders that in filling out the bid form, submission shall be consistent and the same. In cases of discrepancy in the amounts, whichever is lower and beneficial to the government shall be used as basis for the contract amount. ➤ The Vice-Chairperson requested the bidders to put into writing their requests for clarification and submit them to the Committee on or before March 4, 2019. These will be subject for deliberation and discussion of the Bids and Awards Committee. ➤ The Committee reminded the bidders to use the forms indicated in the Bidding Document.
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 5:00 PM.</p>
	<p>We certify that the foregoing is the true account of the Prebid Conference conducted on February 28, 2019.</p>
	<p>PROCUREMENT DIVISION VIII</p>
<p>PREPARED BY</p>	 ENGR. MARK JOHN O. NOFIES Member


MR. PAUL ARMAND A. ESTRADA
Member

BIDS AND AWARDS COMMITTEE VIII


ENGR. JAIME M. NAVARRETE, JR
Chairperson


MR. JOSEPH F. BALAGTAS
Vice-Chairperson


MS. JAMILLE RAE T. BALUYOT
Provisional Member

MR. CHRISTOPHER B. GACUTAN
Ad Hoc Representative, CUSE

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