



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 Blanket for the Office of the Civil Defense (OCD)	
REFERENCE NO.	PB No. 19-061-8	
ATTENDEES	Bids and Awards Committee VIII Engr. Jaime M. Navarrete, Jr. Chairperson Mr. Joseph P. Balagtas Vice Chairperson Mr. Christopher B. Gacutan Ad Hoc Representative, OCD	
	Procurement Division VIII Mr. Paul Armand A. Estrada Member Mr. Mark John O. Nofies Member Ms. Jamille Rae T. Baluyot 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. Glyna 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 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 ABC for all lots.</p> <p>For this purpose, similar contracts shall refer to</p> <ul style="list-style-type: none"> ➤ Any contract for Blanket. <p>xxx</p> <ul style="list-style-type: none"> • The phrase "For all lots" shall be deleted due to typographical error. This is a lone lot project. • Representative from CYN Trading requested to be clarified if contracts under Mosquito Net will be acceptable. ➤ The Committee suggested that similar contracts be further amended and expanded to Textile Products. It was agreed upon that amendments and clarifications regarding the definition of the Single Largest Contract will be reflected on the issuance of the Supplemental Bid Bulletin. ➤ The Committee clarified with the Representative of CYN that Mosquito Net is different in nature and cannot be considered as Textile or Blanket. Wherefore, contract under Mosquito Net is not acceptable. <p>➤ 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.</p>

GENERAL CONDITIONS OF THE CONTRACT	<p>No further clarification.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> ➤ 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. ➤ The duly accomplished delivery receipt will be the basis for the payment of the item delivered.
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> • Representative from International Diamond clarified 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>➤ No further discussion on the Delivery Schedule of One Hundred Twenty (120) Calendar Days from the date indicated in the Notice To Proceed.</p>
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> ➤ The Committee presented the submitted sample of Blanket given by the End Users for visual purposes only. ➤ This is for better understanding of the item among the bidders required by the End User Agency. <ul style="list-style-type: none"> • Representative from FreshMango clarified if delivery of two different colors of Blanket is acceptable. ➤ The required color of the Blanket is any plain color of Black or Blue. Shades of Navy Blue, Royal Blue or Midnight Blue are the only acceptable. ➤ The End Users reiterated that during the delivery of the item, only single color is acceptable. No mixed or combination of the colors will be accepted. For example, if the bidder complies to deliver royal blue, the same color shall be consistent throughout the whole delivery. Change of color of the item to be delivered is not acceptable.




	<ul style="list-style-type: none"> ➤ The Ad Hoc Representative reiterated that the color submitted during the Post Qualification will be the same color for the whole delivery for visual inspection.
	<ul style="list-style-type: none"> • Representative from International Diamond clarified the packaging of the Blanket. ➤ The End Users clarified that the blankets are individually packed in clear polybag or manufacturer's standard packaging.

III. OTHER MATTERS

OTHER MATTERS	<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.
----------------------	--

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 5:00 PM.
--------------------	---

We certify that the foregoing is the true account of the Prebid Conference conducted on February 28, 2019.

PREPARED BY	<p>PROCUREMENT DIVISION VIII</p> <div style="text-align: center;">  MS. JAMILLE RAE T. BALUYOT Member </div> <div style="text-align: center;">  MR. MARK JOHN O. NOFIES Member </div> <div style="text-align: center;">  MR. PAUL ARMAND A. ESTRADA Member </div>
--------------------	---

BIDS AND AWARDS COMMITTEE VIII



ENGR. JAIME M. NAVARRETE, JR
Chairperson

CERTIFIED CORRECT



MR. JOSEPH F. BALAGTAS
Vice-Chairperson

MR. CHRISTOPHER B. GACUTAN
Ad Hoc Representative, CUSE