



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 Community Support Items for the Office of the Civil Defense (OCD)	
REFERENCE NO.	PB No. 19-062-8	
ATTENDEES	<p>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</p> <p>Procurement Division VIII Mr. Paul Armand A. Estrada Member Mr. Mark John O. Nofies Member Ms. Jamille Rae T. Baluyot Member</p> <p>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</p> <p>Bidder(s) Ms. Ivy Joy Feliz Unimasters Conglomeration Mr. Shann Chan Unimasters Conglomeration Mr. Louis Alcongel Unimasters Conglomeration Ms. Cristina Bautista CYN Trading Ms. Joezelle 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.</p>	



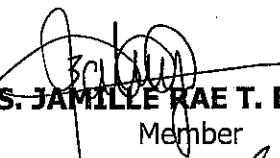




CALL TO ORDER	The scheduled Pre-Bid Conference started at 2:05 PM presided by the Chairperson.
COMPLIANCE TO R.A. 9184	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat 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 40 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 Community Support Items. <p>xxx</p> <ul style="list-style-type: none"> • Representative from Veepo Industries requested to amend the definition of the Community Water Filtering Jar to <u>Any Contract for Water Filtering Equipment.</u> ➤ The Committee approved the request. Amendments will be reflected in the Supplemental Bid Bulletin. ➤ The Committee suggested that similar contracts be further amended and expanded to <u>Textile Products</u> for the Malong. 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. <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	No further clarification.

<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<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 duly accomplished Delivery Receipt. ➤ The duly accomplished delivery receipt will be basis for the payment of the item delivered.
<p>SCHEDULE OF REQUIREMENTS</p>	<ul style="list-style-type: none"> ➤ 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. <hr/> <ul style="list-style-type: none"> ➤ No further discussion and request on the Delivery Schedule of One Hundred Twenty (120) Calendar Days from the date indicated in the Notice To Proceed.
<p>TECHNICAL SPECIFICATIONS</p>	<p>Page 72 Lot 1: Community Water Filtering Jar</p> <p>xxx <u>Brand And Model:</u> xxx</p> <p>xxx <u>The proponent is required to submit a sample for the item for purposes of post-qualification evaluation. The sample shall be submitted within five (5) calendar days from the issuance of Notice from the Bids and Awards Committee</u> xxx</p> <ul style="list-style-type: none"> ➤ The Committee clarified that Brand and Model of the item being offered will be required. Inclusion of the same will be reflected in the issuance of the Supplemental Bid Bulletin. • The Representative from Veepo Industries requested to be clarified if the Approved Budget for the Contract (ABC) was updated. The Representative informed the Committee that there is a price increase for the item to be offered.

	<ul style="list-style-type: none"> ➤ The Committee clarified that the same ABC from the previous bidding was used. No amendments made on the ABC. ➤ The Committee also informed the bidders that there is a sample submission for the product being offered.
	<p>Page 73 Lot 2: Malong</p> <ul style="list-style-type: none"> ➤ The Committee presented the submitted sample of Malong given by the End Users for visual purposes only. ➤ This is for better understanding with the bidders of the item required by the End User Agency.
	<ul style="list-style-type: none"> • Representative from L. Victoria Trading clarified if delivery of different printed colors of Malong is acceptable. ➤ The required color of the Malong is any printed color. Any plain color is not acceptable for cultural sensitivity. Cartoon characters or any character is also not acceptable. ➤ The End Users clarified that during delivery of the item, any printed color is acceptable considering it may not affect the definition of a Malong.
	<ul style="list-style-type: none"> • Representative from International Diamond clarified the packaging of the Malong. ➤ The End Users clarified that the Malongs are individually packed in clear poly bag or manufacturer's standard packaging.
III. OTHER MATTERS	
OTHER MATTERS	<ul style="list-style-type: none"> ➤ The Committee emphasized that the marking "Original" on the envelope submitted are for identification purposes only. The original documents itself are not intended to be submitted to the BAC. ➤ 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 request for clarification and submit 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>PREPARED BY</p>	<p>PROCUREMENT DIVISION VIII</p> <p style="text-align: center;">  MS. JAMILLE RAE T. BALUYOT Member </p> <p style="text-align: center;">  MR. MARK JOHN O. NOFIES Member </p> <p style="text-align: center;">  MR. PAUL ARMAND A. ESTRADA Member </p>
<p>CERTIFIED CORRECT</p>	<p>BIDS AND AWARDS COMMITTEE VIII</p> <p style="text-align: center;">  ENGR. JAIME M. NAVARRETE, JR Chairperson </p> <p style="text-align: center;">  MR. JOSEPH P. BALAGTAS Vice-Chairperson </p> <p style="text-align: center;"> MR. CHRISTOPHER B. GACUTAN Ad Hoc Representative, CUSE </p>