



HIGHLIGHTS OF ACTIVITY

- The Chairperson acknowledged the presence of the attendees.
- Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference.
- Having established the required quorum, the Secretariat proceeded with abovementioned activity.

- The Chairperson asked the prospective bidders if they are already familiar with the requirements as to skip the presentation and proceed with the discussion of the essential parts of the bidding documents. The prospective bidders agreed with it and instructed the Secretariat to proceed with the discussion of the essential parts of the bidding documents.
- As instructed by the Chairperson the Secretariat proceeded with the discussion of the following:

➤ **Contents of First Envelope:**

- Authority of Signatory
- PhilGEPS Certificate
- Statement of Single Largest Completed Contract
- Statement of all on-going contracts and awarded but not yet started contracts
- NFCC or Credit Line
- JVA if applicable
- Bid Security
- Statement of Compliance with the Delivery Schedule
- Statement of Compliance with the Technical Specifications
- Bidder's Omnibus Statement

➤ **PhilGEPS Certificate**

**BDS Clause 12.1 (a)(i)**

The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents.

Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the Certificate certified true copies of the updated documents.

The bidder shall submit a valid PhilGEPS Registration Certificate with its updated Annex A as part of Post-qualification documents.

➤ **Statement of Single Largest Completed Contract  
BDS Clause 5.4**

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 Lot 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.

Attached as Annex "C" in Section VIII. Bidding Forms

As clarified by the Chairperson to the prospective bidder the similar contract shall not limit to the list provided in Annex "I".

The representative from Copy Data Systems Corporation requested to reduce the requirement to twenty five percent (25%) or aggregate contracts.

The Chairperson clarified to the prospective bidder that since the item fall within the non expendable item the default requirement is fifty percent (50%).

➤ **Statement of All On-Going but not yet Started Contracts  
BDS Clause 12.1 (a) (ii)**

The statement of all ongoing contracts and awarded but not yet started contracts which may or may not be similar to the project as of the day before the deadline of submission of bids.

Attached as Annex "C-1" in Section VIII. Bidding Forms

➤ **NFCC or Credit Line**

➤ **Bid Security**

The Secretariat stated the corresponding forms and amounts for the Bid Security requirements.

Attached as Annex "H" in Section VIII. Bidding Forms

➤ **Post Qualification Requirements**

BDS Clause 29.2

The Secretariat stated the post qualifications requirements and no clarifications from the prospective bidders.

➤ **Statement of Compliance with the Delivery Schedule**

Section VI. Schedule of Requirements

The Secretariat stated the delivery schedule and no clarifications from the prospective bidders.

Discussed to the prospective bidders the requirements for the submission of sample/demo units.

	<ul style="list-style-type: none"> <li>➤ <b>Statement of Compliance with the Technical Specifications</b> Section VII. Technical Specifications</li> </ul> <p><i>“Notarized Certificate accompanied with proof that the brand being offered has been in the Philippines Market for at least ten (10) years”</i></p> <p>With the above stated requirement the representatives from Copy Data Systems Corp. and The Value Systems Phils., Inc. requested to reduce the requirement to at least five (5) to eight (8) years.</p> <ul style="list-style-type: none"> <li>• Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the content of Second Envelope: <ul style="list-style-type: none"> <li>➤ <b>Contents of Second Envelope:</b> <ul style="list-style-type: none"> <li>▪ Bid Form attached as Annex “A” in Section VIII. Bidding Forms.</li> </ul> </li> </ul> </li> <li>• Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the Timeline of the project: <table border="1" data-bbox="565 982 1502 1306"> <tr> <td>Last day of Submission of Written Clarification</td> <td><b>March 05, 2019</b></td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td><b>March 08, 2019</b></td> </tr> <tr> <td>Deadline for Submission</td> <td><b>Friday, March 15, 2019; 10:00AM</b></td> </tr> <tr> <td>Opening of Bids</td> <td><b>Immediately after the Deadline of Submission of Bids</b></td> </tr> </table> </li> </ul>	Last day of Submission of Written Clarification	<b>March 05, 2019</b>	Last day of Issuance of Bid Bulletin	<b>March 08, 2019</b>	Deadline for Submission	<b>Friday, March 15, 2019; 10:00AM</b>	Opening of Bids	<b>Immediately after the Deadline of Submission of Bids</b>
Last day of Submission of Written Clarification	<b>March 05, 2019</b>								
Last day of Issuance of Bid Bulletin	<b>March 08, 2019</b>								
Deadline for Submission	<b>Friday, March 15, 2019; 10:00AM</b>								
Opening of Bids	<b>Immediately after the Deadline of Submission of Bids</b>								
ADJOURNMENT	<ul style="list-style-type: none"> <li>• Having no other matters for discussion, the meeting was adjourned at <b>12:20 AM.</b></li> </ul>								
CERTIFICATION	<ul style="list-style-type: none"> <li>• We certify that the foregoing is true account of <b>PRE-BID CONFERENCE</b> conducted on Friday, March 1, 2019.</li> </ul>								
PREPARED BY	<b>(SGD) BARBY ANN M. VILLAMOR</b> Secretariat								

CERTIFIED CORRECT

**Bids and Award Committee X:**

**(SGD) RODEVIE L. CRUZ**

Ad Hoc Representative, PS

**(SGD) JENNIFER M. ANCHETA**

Provisional Member

**(SGD) ATTY. DIVINA GRACIA A. BACAL**

Regular Member

*(NOT PRESENT)*

**WEBSTER M. LAUREÑANA**

Vice-Chairperson

**(SGD) ENGR. PABLO ROMAN C. ANDRES**

Chairperson