



MINUTES OF MEETING

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| Date: Tuesday, September 24, 2019 | Time: 10:00 AM | Venue: PS - Executive Lounge |
| MEETING CALLED BY | Procurement Division VIII (PD VIII) | |
| TYPE OF MEETING | Pre-Bid Conference | |
| PROJECT | Supply and Delivery of School Furniture for Elementary and Secondary Schools Nationwide under the 10% Allocation for Cooperatives of Persons with Disability (PWD) for the Department of Education (DepEd) | |
| REFERENCE NO. | Public Bidding No. 19-077-8 | |
| ATTENDEES | <p>Bids and Awards Committee VIII Engr. Jaime M. Navarrete, Jr. Chairperson Mr. Joseph P. Balagtas Vice-Chairperson Mr. Paul Armand A. Estrada Provisional Member Engr. Luis G. Purisima Ad Hoc Representative, DepEd</p> <p>Procurement Division VIII Ms. Frances Sofia SJ. De Leon Member</p> <p>End-User Agency Engr. Myrna S. Erazo DepEd Arch. Diane C. Erlano DepEd Mr. Lauro L. Roberto, Jr. DepEd</p> <p>Prospective Bidders Ms. Mercedita Dela Cruz Base Wood Product Ms. Katrina Castillo ERGO Mr. Sid Santos AIDPC Mr. Wally Garces AIDPC Ms. Rose Ann Dionisio Willie Mart Ms. Jamaica Bernardo HAPPC Mr. Achilles L. Bayano SAFRA-ADAP MPC Mr. Rommel Abuyen SAFRA-ADAP MPC Ms. Dianna Rose Red EPC Mr. Reymond Tan EPC Mr. Gerald Tapang MFT Mr. Nico Balin MFT</p> | |

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| CALL TO ORDER | The scheduled activity started at 10:30 AM presided by Chairperson. |
| COMPLIANCE TO R.A. 9184 | After having established the required quorum to conduct the pre-bid conference, Secretariat-in-Charge presented the invitation to observers in compliance to R.A. 9184. |

DISCUSSIONS

I. BID DOCUMENTS

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| bid data sheet | <p>Page 41 Clause 12.1(a)(ii)</p> <p style="padding-left: 40px;">xxx Bidders shall submit separate statements for: (1) single largest similar completed contract/s; similar to the contract to be bid and (2) all on-going contracts and awarded but not yet started contracts. xxx</p> <ul style="list-style-type: none"> ➤ The Representative from Alliance of Isabela Disabled Persons (AIDP) asked if the SLCC of Joint Venture with other entity is acceptable as their SLCC. ➤ The Committee replied in the affirmative. The Committee clarified that completed contract under Joint Venture is acceptable. Further, it was emphasized that Cooperative of Persons With Disability (PWD) are the only entity that may participate in the procurement project. |
| | <p>Page 41 Clause 12.1 (a)</p> <p style="padding-left: 40px;">xxx Deferment of the implementation of the mandatory submission of PhilGEPS Certificate of Registration and Membership. (GPPB Circular 07-2017 dated 31 July 2017) xxx</p> <ul style="list-style-type: none"> ➤ The Committee clarified that the GPPB CIRCULAR 07-2017 dated 31 July 2017 or the Deferment of the Implementation of the Mandatory Submission of PhilGEPS Certificate of Registration and Membership, that in cases that there are any expired documents under Annex "A" of the PhilGEPS Registration (Platinum), the bidder should submit the updated documents during Opening of Bids; the mandatory submission of the Certificate during the PQ still applies. The bidders that are not yet Platinum Members may still participate in the project, considering that they will submit copies of the legal and financial eligibility documents as required. |

Page 42
Clause 18.1
Bid Security

- The Committee presented the acceptable forms and formats for the Bid Security requirement. The Committee emphasized the manner of accomplishing the form of bid securing declaration and required clauses if they will use a bank guarantee or surety bond.
- The End-User requested to be clarified if the Bid Security to be submitted is either per Lot or as a whole.
- The Chairperson clarified that the Bid Security to be submitted should be per lot. The Committee emphasized that in using forms such as Cash, Mangers Check, Bank Draft Guarantee or Irrevocable Letter of Credit and the Surety Bond, corresponding values must be complied per Lot. The Committee clarified the use of Bid Securing Declaration Form shall cover all the Lots per statement of undertaking.

Page 43
Clause 20.3

xxx
Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
xxx

- The End-User requested to be clarified on the preparation of the Technical and Financial Envelopes. They asked whether the proposal should be submitted is by Lot, or should it cover all the Four (4) Lots in a single submission.
- The Committee clarified that a single submission of Technical and Financial Envelopes which includes 1 original and 1 copy, covering the Four (4) Lots will suffice.

Page 45
Clause 29.2

xxx
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.
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- The Committee clarified that the submission of the Post-Qualification documents shall be strictly within Five (5) Calendar Days. If, however, the Fifth day falls on Saturday, Sunday or Holiday, the following working day will be the deadline for submission.

- The Committee emphasized that the sample submission is required by the End Users. The sample will also be a part of the post qualification requirement.

Page 45
Clause 29.2
Post Qualification Documents
Items 3 and 4

xxx

3. Latest Income Tax Returns for year 2018 (BIR Form 1701 or 1702).

4. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months.

The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).

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- The Representative from AIDPC requested to be clarified if the requirement is mandatory. They further informed the Committee that they cannot comply because they are tax exempted.

The Committee clarified that the requirement is mandatory. However, considering the nature of their company, the Committee clarified that they should provide a valid and current Tax Exemption Certificate.

Item 7

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~~**"7. In case of foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class "A" documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines."**~~

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The End-User requested to remove Item 7 because this project is only intended to the Local Cooperatives of Persons with Disability (PWD) Cooperatives. Amendments will be reflected upon issuance of the supplemental bid bulletin.

Page 70

Section IV. Schedule of Requirements

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Lots 1 and 2

Within One Hundred Twenty (120) Calendar Days upon receipt of the Notice To Proceed (NTP)

xxx

xxx

Lots 3 and 4

Within One Hundred Eighty (180) Calendar Days upon receipt of the Notice To Proceed (NTP)

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- The Representative from AIDPC requested to amend the requirement in delivery period of the items. They further request an additional 60 CD for all lots.
- The Representative from SAFRA-ADAP MPC requested for additional 90 CD for all lots.
 - The Committee took note of the request subject for deliberation and discussion with the End Users. Any amendment will be reflected upon the issuance of Supplemental Bid Bulletin. The bidders are also encouraged to submit a clarification letter regarding the matter.
- The Representative from MFT asked about the delivery of the items relative to which site the items should be delivered first.
 - The Chairperson clarified that it is the strategy of the winning bidder in delivering the item. Further, all items must be delivered within the prescribed timeline. Failure to deliver will the item may result to penalties and liquidated damages.
- The Representative from MFT also asked if it is possible to provide a staging area per region for the delivery of the items.
 - The Chairperson then clarified with the End-User if it's possible to deliver the items to the central offices per region.
 - The End-User clarified to the bidders that the pre-delivery inspection may be made prior to delivery to the schools. The winning bidder may assign a staging area for purposes of inspection. The items that are inspected will be delivered to the project sites and will be received by the authorized personnel for purposes of payment.

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| <p>Technical specifications</p> | <ul style="list-style-type: none"> • The Representative from MFT requested for a tolerance for all the specifications of the furniture. ➤ The End-User clarified that the tolerance is limited only to the dimensions. The details of the B.I. Pipe Frames will be retained as specified. <p>Page 72-75 Lots 1-4 Technical Specifications</p> <p style="padding-left: 40px;">xxx Sample submission during post-qualification for purposes of evaluation:</p> <ul style="list-style-type: none"> • 1 set for Elementary; • 1 set for Junior/Senior High School (Typical); and • 1 set Teacher’s Table and Chair <p style="padding-left: 40px;">If awarded, the samples shall be retained as reference materials for inspection and acceptance purposes. xxx</p> <ul style="list-style-type: none"> • The Representative from MFT requested for an extension in the submission of the sample from five (5) to Fifteen (15) Calendar Days. They clarified that they need more time to comply with the given specification. ➤ The Committee clarified that the Five (5) Calendar days specified on BDS Clause 29.2 is a mandatory requirement under RA 9184. Therefore, the timeline for submission of sample will be retained. |
| <p>III. OTHER MATTERS</p> | |
| <p>other matters</p> | <ul style="list-style-type: none"> ➤ The definition of the Single Largest Contract together with the coverage was discussed. No further clarification was raised. ➤ The Committee reminded the bidders on the use of competent evidence of identity under the Notarial Rule. Non-Compliance of the same may result to disqualification of the proposal. ➤ The Committee reminded the bidders to use the prescribed forms indicated in the Bidding Documents. ➤ The Committee reminded the bidders to submit their proposals on time. The procedure in the manner of submission is posted with the security officers. |

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| | <p>➤ Due to the physical condition of the prospective bidders for the project, the Committee clarified that the bid box together with the digital dater will be located at the ground floor of the Procurement Service.</p> |
| certification | <p>We certify that the foregoing is the true account of the Pre-Bid Conference conducted on September 24, 2019.</p> |
| adjournment | <p>Having no other matters for discussion, the meeting was adjourned at 1:30 PM.</p> |
| PREPARED BY | <p>Procurement Division VIII:</p> <p style="text-align: center;"><u>SGD.</u> FRANCES SOFIA SJ. DE LEON Member</p> |
| REVIEWED BY | <p>Bids and Awards Committee VIII:</p> <p style="text-align: center;"><u>SGD.</u> PAUL ARMAND A. ESTRADA Provisional Member</p> <p style="text-align: center;"><u>SGD.</u> JOSEPH P. BALAGTAS Vice-Chairperson</p> <p style="text-align: center;"><u>SGD.</u> ENGR. JAIME M. NAVARRETE, JR. Chairperson</p> |