



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



MINUTES OF MEETING

March 29, 2019 1:00 PM Meeting Room 1

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Ring Binder, 32mm for the Procurement Service
REFERENCE NO.	PB 19-093-5
ATTENDEES	<p>Bids and Awards Committee V</p> <p>Ms. Teresita J. Dela Cruz Chairperson Mr. Jack G. Mercado Vice Chairperson Mr. Arnel B. Cunanan Provisional Member (PMO-in-charge)</p> <p>Procurement Division V</p> <p>Ms. Jessica G. Gapuz Member Engr. Yuji C. Hoshina Member</p> <p>Prospective Bidders</p> <p>Mr. Paolo Yalong West Heaven Trading Corp. Ms. Maeah Airocel Isidro CPSTI</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:15 PM. 2. Engr. Hoshina acknowledged the presence of the attendees. 3. He likewise reported that observers were invited but none confirmed attendance. 4. Having established the required quorum, the Chairperson instructed Engr. Hoshina to discuss the General Requirements of Government Procurement.



DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID DATA SHEET	<p>Mr. Yalong sought to clarify the submission of PhilGEPS certificate with the attached Annex A since there is a typographical error therein as regards with the SEC Certificate.</p> <p>The Vice Chairperson explained that Class A documents need not be submitted as long as they submit a valid and current PhilGEPS Registration Certificate with the documents enumerated in the attached Annex A. If, any of the Class A documents has expired or there is typographical error committed, a certified true copy of that document, duly signed by their authorized representative must be attached therewith. Should the bidder during Opening of Bids opt to submit the eligibility documents in lieu of the PhilGEPS Registration Certificate, the bidder shall submit a valid PhilGEPS Registration Certificate as part of post-qualification documents.</p>
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO QUESTIONS FROM THE PROSPECTIVE BIDDERS
SCHEDULE OF REQUIREMENTS	<p>Mr. Yalong wanted to clarify the packaging of sample items to be submitted.</p> <p>The Vice Chairperson clarified that the requirement is only two (2) pieces and they can submit the same during the Opening of Bid.</p> <p>Furthermore, Mr. Yalong stated that during their last participation in a public bidding, they were disqualified due to non-compliance with the labeling requirement of the item. He then asked how can they comply with the requirement if they are only required to submit two (2) pieces of ring binder.</p> <p>The Vice Chairperson took note of this concern and advised Mr. Yalong to put this issue in writing to make it official and on record.</p>

	<p>The PMOIC reminded the prospective bidders that each bundle must contain only one (1) color.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Lot No. 1: Ring Binder Technical Specifications Page 72</p> <p>xxx</p> <p>d. The address of the manufacturer, importer, re-packer of the consumer product in the Philippines;</p> <p>xxx Mr. Yalong wanted to clarify the aforementioned requirement.</p> <p>In regards with the labelling requirements required under Article 77 of the Consumer’s Act, the Vice Chairperson explained that they only have to conform with the requirements that may apply to them as manufacturer or distributor.</p> <p>xxx The Vice Chairperson observed that in the Technical Specifications the requirement is assorted colors in conflict with the requirement of colors blue, red, and black. He then announced that a bid bulletin will be issued regarding this matter to clarify the said requirement.</p>
<p>BID FORMS</p>	<p>Statement of Single Largest Completed Contract to be bid/ Annex C Page 80</p> <p>xxx</p> <p>a) Cut-off date as of: (i) Up to the day before the deadline of submission of bids.</p> <p>xxx</p> <p>Statement of: (i) Ongoing Contracts and; (ii) Awarded But Not Yet Started Contracts Annex C Page 81</p> <p>xxx</p> <p>a) State <u>all</u> ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to</p>

the project called for bidding) as of:

- i. **The day before the deadline of submission of bids.**

xxx

The Vice Chairperson emphasized the above-mentioned provisions. He stated that failure to comply with these requirements is a ground for disqualification.

xxx

BDS Clause 5.4
Page 38

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 twenty five percent (25%) of the ABC. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.**

xxx

The Vice Chairperson explained that similar contract shall be strictly defined as the item/s referred to in Annex I of the Bidding Document.

Mr. Yalong sought to know if a general contract as an office supplies will be considered as a similar contract.

The PMOIC answered in the affirmative. To further clarify, he presented the Annex I of the Bidding Document.

OTHER MATTERS

Mr. Yalong asked if the price schedule has to be submitted during the Opening of Bid.

The Vice Chairperson clarified that there is no need to submit the Price Schedule during Opening of Bid.

xxx

Furthermore, Mr. Yalong inquired for the process in case a bidder has been

disqualified during the post-qualification stage.

The Vice Chairperson explained that in case of disqualification during the post-qualification stage, a notice of post-disqualification will be issued to the bidder and in that instant a bidder can file for a motion for reconsideration within three (3) calendar days upon notice.


XXX

The Vice Chairperson reminded the prospective bidders that each and every page of the bid form must be duly signed by the authorized representative. He stated that failure to comply with this requirement is a ground for disqualification. In notarizing certain documents, the Vice Chairperson emphasized that a community tax certificate (cedula) is not considered a competent proof of identity. He stated that only government issued IDs or any evidence of identity that is included in the 2004 Rules on Notarial Practice is recognized.

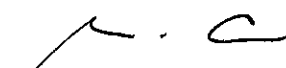
XXX

On the matter of sample testing, the Vice Chairperson manifested that during such period, one of the bidders will be asked to participate in the testing as a witness. In case the bidder has been declared to have been the Lowest Calculated Responsive Bid, the bidder who stands as a witness during testing has the right to file an observation in case he finds an irregularity.


Moreover, the Vice Chairperson emphasized that in the instance, the Technical Working Group (TWG) during post-qualification found out that the bidder has represented false information, the BAC will immediately recommend the Head of the Procuring Entity (HoPE) of the black listing of the latter.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on March 29, 2019.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT


CERTIFIED CORRECT



MR. ARNEL B. CUNANAN
PMOIC, Bids and Awards Committee V



MR. JACK G. MERCADO
Vice Chairperson, Bids and Awards Committee V



MS. TERESITA J. DELA CRUZ
Chairperson, Bids and Awards Committee V