



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



MINUTES OF MEETING

Thursday, March 21, 2019	10:00 AM	EXECUTIVE LOUNGE
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	SUPPLY AND DELIVERY OF FLASH DRIVE 16GB CAPACITY, FOR THE PROCUREMENT SERVICE (PS)	
REFERENCE NO.	PB 19-099-10	
ATTENDEES	<div><div>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Webster M. Laureñana Jennifer M. Ancheta Rodevie L. Cruz</div><div>PROCUREMENT DIVISION X Jayson C. Erquiza Engr. Chamel Fiji C. Melo Barby Ann M. Villamor</div><div>BIDDER/S Emily Collado Sheryl Maglaque Rickwuson Sy Annabelle R. Libunao IVY C. Novicio</div></div> <div><div>Chairperson Vice –Chairperson Provisional Member / PMO-in-Charge Ad Hoc Representative, PS</div><div>Member TWG-in-Charge Secretariat</div><div>Mitsui Trading Phils. Ltd. Co. Kosmos Tehno-Mobile Inc. Accel Prime Technologies Inc. SPH SPH</div></div>	
CALL OF ORDER	<ul style="list-style-type: none">• The scheduled Pre-Bid Conference started at 10:05 AM with the Chairperson presiding.• 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.	

	<ul style="list-style-type: none"> • Having established the required quorum, the Secretariat proceeded with abovementioned activity.
HIGHLIGHTS OF ACTIVITY	<ul style="list-style-type: none"> • The Chairperson asked the prospective bidder if they are already familiar with the requirements of government procurement so as to shorten 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 start the discussion with the list/contents of bid proposal to be submitted by the prospective bidder. • As instructed by the Chairperson the Secretariat proceeded with the discussion of the following: <ul style="list-style-type: none"> ➤ Contents of First Envelope: <ul style="list-style-type: none"> ▪ 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 Sworn Statement ➤ PhilGEPS Certificate BDS Clause 12.1 (a)(i) The Secretariat stated to the prospective bidder that in case the Annex A of PhilGEPS Certificate is not updated they may still opt to submit a certified true copies of the updated documents. But the bidder shall submit 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 Secretariat stated that as defined in the above stated clause the similar contract shall be at least fifty percent (50%) of the ABC. The prospective bidders may refer to Annex "I" of the bidding documents for the definition of similar contract. The Secretariat presented that the item for bid falls under the category of "IT PRODUCTS". The Secretariat also clarified to the prospective bidder that the definition of similar contract is not limited in the list provided, they may submit a contract which is not included in the list as long as it falls under the category of IT products.

The Secretariat presented to the prospective bidder the prescribed form for the SLCC. Attached as Annex "C" in Section VIII. Bidding Forms.

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

The Secretariat stated that the bidder must submit 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**

The Secretariat stated that the bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid. If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid.

➤ **Bid Security**
BDS Clause 18.1

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

The Secretariat stated that if the bidder opts to submit a Bid Securing Declaration they must use the prescribe form as indicated in the bidding document. Attached as Annex "H" in Section VIII. Bidding Forms

➤ **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.

➤ **Bidder's Omnibus Sworn Statement**

The Secretariat presented to the prospective bidder the prescribe form for the above stated requirement. Attached as Annex "B" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the contents of Second Envelope:

➤ **Contents of Second Envelope:**

- Bid Form attached as Annex "A" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the Secretariat proceeded with the discussion of the Post Qualification requirements:

➤ **Post Qualification Requirements**

The Secretariat presented to the prospective bidder the requirements for the

Post Qualification as stated in the BDS Clause 29.2.

- Having no clarifications from the prospective bidder the TWG-in-Charge proceeded with the discussion of the following:

➤ **Statement of Compliance with the Technical Specifications**

The TWG-in-Charge presented to the prospective bidder the product Technical Specifications and discussed the prescribed form for the Technical Specifications compliance. The TWG-in-Charge reiterated the requirement for the submission of sample/demo units.

The TWG-in-Charge discussed to the prospective bidder the requirement for the “Marking/Labelling”, he reiterated that they must conform with the Consumer Act of the Phil. (RA 7394) specifically to Article 77. Presented to the prospective bidder the Article 77 of the said Republic Act.

- Below are the clarifications/request of the prospective bidders:

BIDDER/S	DETAIL / REFERENCE	RESPONSE
Kosmos Techno-Mobile Inc.	USB Version 2.0/3.0 port compatible Clarified if they must comply either of the two options.	As per TWG-in-Charge they may comply either 2.0 or 3.0 port compatible.
Kosmos Techno-Mobile Inc.	Clarified if the packaging of the sample/demo unit must be equally the same to the unit to be delivered if it was awarded to them.	As per TWG-in-Charge the Sample/Demo unit must be equally the same to the unit to be delivered if it was awarded to them.
Accel Prime Technologies Inc.	Clarified if there is a requirement on the type of box to be used on the packaging as to the demo/sample unit.	As per Chairperson, the type of box does not vary as long as the packaging per blister pack conforms to the requirement.
Accel Prime Technologies Inc.	Clarified the guidelines on the Marking/Labelling requirements	The TWG-in-Charge presented and discussed to the prospective bidders the Article 77 of Consumer Act of the Phils. (RA 7394)
Kosmos Techno-Mobile Inc.	Requested if in the absence of the Manufacturer's ISO Certification they may opt to submit a Brand ISO Certification.	The Chairperson reiterated that as stipulated in the Technical Specification the requirement is Manufacturer's ISO Certification.

	➤ Timeline:	
	Last day of Submission of Written Clarification	March 25, 2019
	Last day of Issuance of Bid Bulletin	March 28, 2019
	Deadline for Submission	Thursday, April 04, 2019; 10:00AM
	Opening of Bids	Immediately after the Deadline of Submission of Bids
ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 10:35 AM. 	
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Thursday, March 21, 2019. 	
PREPARED BY	<p align="center">(SGD) BARBY ANN M. VILLAMOR Secretariat</p>	
CERTIFIED CORRECT	<p>BIDS AND AWARDS COMMITTEE X:</p> <p align="center">(SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p align="center">(SGD) JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p> <p align="center">(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson</p> <p align="center">(SG) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>	