



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



MINUTES OF MEETING

Tuesday, May 7, 2019 10:00 AM EXECUTIVE LOUNGE

| | | |
|-------------------|--|---|
| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE X | |
| TYPE OF MEETING | Pre-bid Conference | |
| PROJECT | <i>Supply and Delivery of Correction Tape for the Procurement Service (PS)</i> | |
| REFERENCE NO. | PB 19-147-10 | |
| | BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Ms. Barby Ann M. Villamor Ms. Rodevie L. Cruz | Chairperson Provisional Member/PMO-in-Charge Ad Hoc Representative |
| | PROCUREMENT DIVISION X Ms. Maricel R. Vergel de Dios Ms. Rina Maureen M. Maurera Engr. Chamel Fiji C. Melo Ms. Jennifer M. Ancheta | Secretariat TWG-in-Charge Member Member |
| | BIDDER Mr. Jowel Fortuna Ms. Juliefer Bareja Ms. Maeah Airocel Isidro | Kingfiles Center Point Sales & Trading Inc. (CPSTI) Center Point Sales & Trading Inc. (CPSTI) |
| CALL TO ORDER | <ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 11:00 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. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements. | |



DISCUSSION

| I. DOCUMENTATIONS | |
|------------------------|---|
| DOCUMENTATIONS | <ul style="list-style-type: none"> • The Chairperson stated that since the Bidder is familiar with the government procurement, she instructed the BAC Secretariat to proceed with the discussion of Bid Data Sheet. The bidders acknowledged it. • The BAC Secretariat presented the contents of the First Envelope as follows: <ol style="list-style-type: none"> 1. Authority of Signatory 2. PhilGEPS Certificate; 3. Statement of Single Largest Completed Contracts; 4. Statement of All On-Going but not yet Started Contracts; 5. NFCC or Credit Line; 6. JVA if applicable; 7. Bid Security; 8. Statement of Compliance with the Delivery Schedule; 9. Statement of Compliance with the Technical Specifications; 10. Bidder's Omnibus Statement. • The BAC Secretariat presented the content of the Second Envelope as follows: <ol style="list-style-type: none"> 1. Financial Bid Form (Annex A of the bidding document) |
| INVITATION TO BID | "NO DISCUSSION" |
| INSTRUCTION TO BIDDERS | "NO DISCUSSION" |
| BID DATA SHEET | <p>SECTION III ITB Clause 5.4 Page 38</p> <p>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 for Lot No. 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</p> <ul style="list-style-type: none"> • <i>The BAC Secretariat stated that the Similar Contract of the project refers to Office Supplies.</i> |

SECTION III

ITB Clause 12.1 (a)(i)

Page 39

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.

Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership): Otherwise, the bidder should submit ALL ELIGIBILITY DOCUMENTS together with the valid PhilGEPS Certificate of Registration and Membership, to

wit:

- a. Business registration;
- b. 2019 Mayor's Permit
- c. 2018 Audited Financial Statement;
- d. Valid and Current Tax Clearance;
- e. PCAB License, if applicable

In case the bidder submits eligibility documents in accordance with the last two preceding paragraphs, the bidder shall submit a valid PhilGEPS Registration Certificate with its updated Annex A as part of Post-qualification documents.

- ***The BAC Secretariat stated the updated requirements for PhilGEPS Platinum Certificate.***

SECTION III

ITB Clause 18.1

Page 40

| Lot No. | Item/Description | Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/Irrevocable Letter of Credit (2%) | Surety Bond (5%) | Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012 |
|---------|---|---|---------------------|--|
| 1 | CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box | ₱ 201,323.14 | ₱ 503,307.84 | Please Refer to Section VIII. Bidding Forms Annex "H" |

- ***The BAC Secretariat stated the corresponding amount for each bid security form.***

SECTION VI
Page 68-69

SCHEDULE OF REQUIREMENTS

| LOT NO. | QUANTITY | ITEM DESCRIPTION |
|-------------------|---|---|
| 1 | 599,176 | CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box |
| DELIVERY SCHEDULE | | QUANTITY |
| 1st | within 30 calendar days from receipt of NTP | 100,000 |
| 2nd | within 30 calendar days thereafter | 100,000 |
| 3rd | within 30 calendar days thereafter | 100,000 |
| 4th | within 30 calendar days thereafter | 100,000 |
| 5th | within 30 calendar days thereafter | 100,000 |
| 6th | within 30 calendar days thereafter | 99,176 |
| | | 599,176 |

- The TWG-in-Charge discussed the Schedule of Requirements, and the Submission of Samples/Demo units. He advised the bidders to complete the information needed and submit the proper samples/demo units.

TECHNICAL SPECIFICATIONS

SECTION VII
Page 71-74

- The TWG-in-Charge discussed the Technical Specifications and advised the bidder to complete the information needed.

BIDDING FORMS

SECTION VIII
Page 75-104

- The BAC Secretariat stated that Bidding Forms are attached in the last part of the Bid Documents. She reminded the bidder to make sure that they will fill out the Bid Forms properly and accordingly.

II. OTHER DISCUSSIONS

OTHER MATTERS

- The TWG-in-Charge discussed the timeline of the project as follows:

| | |
|---|------------------------|
| Advertisement/Posting of Invitation to Bid | April 30, 2019 |
| Issuance and Availability of Bid Documents | April 30, 2019 |
| Pre-Bid Conference | May 07, 2019; 10:00 AM |
| Last day of Submission of Written Clarification | May 10, 2019 |
| Last day of Issuance of Bid Bulletin | May 14, 2019 |
| Deadline for Submission and Opening of Bids | May 21, 2019; 10:30 AM |

- The prospective bidder asked if there is a possibility to modify the Approved Budget for the Contract (ABC). The Committee answered that modification of ABC is not allowed.

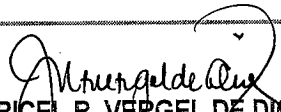
ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **11:20 AM**.

CERTIFICATION


We certify that the foregoing is the true account of the **Pre-bid Conference** conducted on Tuesday, May 7, 2019.

PREPARED BY


MARICEL R. VERGEL DE DIOS
 Secretariat

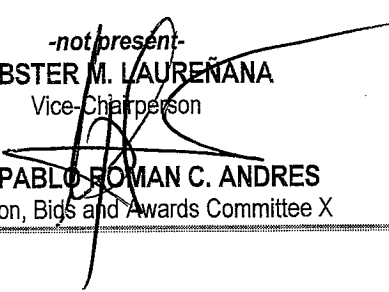
CERTIFIED CORRECT


RODEVIE L. CRUZ
 AdHoc Representative (PS)


BARBY ANN M. VILLAMOR
 Provisional Member/PMO-in-Charge

-not present-
ATTY. DIVINA GRACIA A. BACAL
 Regular Member/Legal

-not present-
WEBSTER M. LAUREÑANA
 Vice-Chairperson


ENGR. PABLO ROMAN C. ANDRES
 Chairperson, Bids and Awards Committee X