

MINUTES OF MEETING

June 13, 2019	1:00 PM	TWG Conference Room
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Collapsible Outdoor LED Display for the Department of Health – Knowledge Management and Information Technology Service
REFERENCE NO.	PB No. 19-184-5
ATTENDEES	<p>Bids and Awards Committee V Mr. Webster M. Laureñana Chairperson Mr. Jack G. mercado Vice Chairperson Ms. Jessica G. Gapuz Provisional Member</p> <p>Procurement Division V Ms. Rosemarie N. Andulan Secretariat</p> <p>End-User’s Representatives Mr. Edwin Ubalde DOH-HPCS Mr. Christian Halnin DOH-KMITS</p> <p>Prospective Bidders Mr. Ian Verzosa Adlights Ms. Tin Ortiz Adlights Mr. Jaybre Caigas Adlights Mr. Marvin Jimenez Avolution Inc. Mr. Kevin Moralde Cosmotech Phils., Inc. Ms. Elizabeth P. David The Brain Corp. Mr. Noel Asilo The Brain Corp. Mr. Terence Tan IONE Mr. Rey Salcedo ASDI</p>

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:21 PM with the Chairperson presiding. He then instructed Ms. Andulan to acknowledge the presence of the attendees. 2. Ms. Andulan, likewise, presented the Invitation to Observers however none confirmed attendance. 3. Having established the required quorum, the Chairperson asked Ms. Andulan to proceed with the presentation of general requirements in government procurement.
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DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO FURTHER DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>6. Certificate of Distributorship / Resellership from the manufacturer;</p> <p>xxx The Chairperson emphasized that the aforementioned requirement must originate from the manufacturer.</p> <p>One of the prospective bidders then asked if the downloadable form is acceptable.</p> <p>The Chairperson answered that the same must be in the original form.</p> <p>The prospective bidder asked if they can submit first the scanned copy sent by the manufacturer and subsequently proffer the original once it has been delivered to them.</p> <p>The Chairperson took note of this concern for review of the</p>

Committee.

A prospective bidder likewise asked if the certificate must be specific to the project.

The Chairperson answered in the negative and stated that so long as the supplier is authorized by the manufacturer to use its brand name, the same will suffice.

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BDS Clause 29.2
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xxx

7. List of at least five (5) Technical Support and Certified Engineers from the manufacturer;

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Ms. David of The Brain Corp. sought to clarify if the Technical Support and Certified Engineers should really come from the manufacturer and not from the supplier itself.

The Chairperson clarified that those personnel must be trained by the manufacturer.

Furthermore, the Chairperson wanted to clarify with the End-User if they only need one (1) Certified Engineer.

The End-User answered in the affirmative, reiterating that it must be trained by the manufacturer.

Thereafter, the Chairperson recommended to require additional document to certify that such Technical Support and Certified Engineer was trained personally by the manufacturer.

Ms. David inquired if the Certified Engineer must likewise be a licensed Engineer of the Professional Regulation Commission (PRC).

The End-User answered in the affirmative and added that apart from being a licensed engineer the same must likewise be certified by the manufacturer.

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- 8.** Certification of very satisfactory performance rating from at least three (3) previous client/s for the last five (5) years;

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Ms. David observed that the above-mentioned requirement is in some way self-serving.

The Chairperson explained that the requirement is not self-serving since it shall be issued by at least three (3) previous client/s.

One of the prospective bidders inquired if the certificate shall be made by the supplier or by the client.

The Chairperson stated that it can be issued by either since what is only important is the attestation of their client.

A prospective bidder sought to clarify if the client/s shall be within the last five (5) years.

The End-User answered in the affirmative.

The prospective bidder inquired if a previous client will be acceptable to give the satisfactory rating.

The End-User clarified that the client must be for the last five (5) years.

The Vice Chairperson sought to clarify with the End-User the requirement, if it requires one satisfactory rating from a client per year within the last five (5) years or to any client within the last five (5) years.

The End-User answered for the latter, a satisfactory rating from at least three (3) previous client/s within the last five (5) years and must be specific for LED Display.

The Chairperson on the last note stated that the Committee will take note of these matters for incorporation in the bid bulletin.

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	<p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>10. Certification from the manufacturer that the bidder is included in the public listed company with IPO Stock Code.</p> <p>xxx</p> <p>The Vice-Chairperson asked the End-User for the clarification of the aforementioned requirements.</p> <p>The End-User explained that it must reflect the country of origin of the brand name.</p> <p>xxx</p> <p>A prospective bidder queried if the documents required under BDS Clause 29.2 are necessary during the Opening of Bid.</p> <p>The PMOIC clarified that the documents required under BDS Clause 29.2 are to be submitted only during Post Qualification.</p> <p>xxx</p> <p>One of the prospective bidders asked if the contract under the SLCC shall only pertain to LED Display.</p> <p>The PMOIC emphasized that as indicated under BDS Clause 5.4, similar contracts shall refer to any contract for supply and delivery of multiple panel LED billboard.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO FURTHER DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SCC Clause 1.1 (k) Page 62</p> <p>xxx</p> <p>The Project Site:</p> <p>DEPARTMENT OF HEALTH - WAREHOUSE (LOGISTICS MANAGEMENT DIVISION) San Lazaro Compound, Sta. Cruz, Manila</p>

	<p>DEPARTMENT OF HEALTH – MINISTRY OF HEALTH Bangsamoro Autonomous Region in Muslim Mindanao Bangsamoro People’s Complex Gov. Gutierrez Avenue RH7, Cotabato City</p> <p>xxx Ms. David wished to clarify if the location stated at the project site is the area of delivery.</p> <p>The PMOIC answered in the affirmative.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>One of the prospective bidders sought to know the date of the demonstration of sample units.</p> <p>The Chairperson clarified that the same forms part of the post-qualification. The Chairperson informed the prospective bidders that they will issue a bid bulletin for the details of conducting the demonstration of sample units.</p> <p>The prospective bidder likewise asked for the place of demonstration.</p> <p>The Chairperson manifested that it will be held in the Procurement Service for the Technical Working Group (TWG) to personally evaluate the offered item.</p> <p>Moreover, the prospective bidder inquired if the inclusions in the technical specifications shall be present during product demonstration.</p> <p>The End-User answered in the affirmative and stated that all the required specifications must reflect in the offered item during product demonstration to pass the evaluation.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Lot No. 1: Collapsible Outdoor Led Display Technical Specifications Page 71</p> <p>xxx</p> <p><input type="checkbox"/> Inclusions: xxx PC Player</p> <p>xxx Ms. David inquired if there is a technical specification for the PC Player.</p> <p>The End-User clarified that there is an allotted specification for the</p>

PC Player located at the bottom part of the Technical Specifications.

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Technical Specifications
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xxx

Standee

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Collapsible with Casing

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A prospective bidder asked on what does "collapsible with casing" means.

The End-User clarified that it is the flight case.

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The End-User requested the PMOIC to add in the technical specifications the 100m feeder line 2/10 royal cord and the four (4) power box (50m).

The PMOIC acknowledged this matter and asked the End-User to submit a formal amendment in the Technical Specifications to be incorporated in the Bid Bulletin.

One of the prospective bidders then asked the End-User if the 100m CAT5 Cable is separate from that of the requirement for the power box of 50m.

The End-User manifested that it shall include the 50m requirement for the power box and stated that he shall be responsible for the cutting of the cord.

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Technical Specifications
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xxx

- **Training of Operating, Installation and Basic Trouble Shooting**

	<p>XXX Ms. David asked if the training should be held at the project site.</p> <p>The End-User answered in the affirmative and stated that the recipient agency shall be the one to be trained for the operation of the collapsible LED display.</p> <p>Thereafter, a prospective bidder raised his concern about the accommodation of the trainers.</p> <p>The End-User explained that the expenses for personal matters such as the accommodation, food, and travel expenses shall be borne by the supplier.</p> <p>Moreover, the End-User clarified that the date of the delivery shall likewise be the date for the training of personnel. He informed the prospective bidders that prior to delivery the DOH shall advise the recipient to prepare their personnel to be trained.</p> <p>Ms. David wished to clarify if the training only includes the basic training for the installation and operation of the collapsible LED display.</p> <p>The End-User answered in the affirmative.</p>
<p>BID FORMS</p>	<p>The PMOIC reminded the prospective bidders that failure to incorporate the full signature of their authorized representative in both pages of the bid form is a ground for disqualification.</p> <p>XXX</p> <p>In the Omnibus Sworn Statement, the PMOIC advised the prospective bidders that there should be ten (10) declarations therein. The contact details of the bidder must be incorporated in the 10th declaration since the BAC will base the address of the recipient in such information given by the supplier.</p> <p>Furthermore, the Chairperson informed the prospective bidders that once the communication letter is sent in the provided contact details it shall be deemed received by the supplier.</p> <p>XXX</p> <p>For purposes of notarization, the Chairperson gave a reminder that the Community Tax Certificate also known as the cedula is not considered as a competent proof of identity. They may review the 2004 Rules on Notarial Practice for reference. Failure to conform with</p>

	<p>this requirement is likewise a ground for disqualification.</p> <p>xxx</p> <p>Ms. David asked if they can retype the Bidding Forms.</p> <p>The Chairperson answered in the affirmative; however, he warned the prospective bidders that they shall not omit any word which is included in the original form.</p>
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OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:00 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on June 13, 2019.
PREPARED BY	<p>(SGD.)</p> <p>MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT</p>
CERTIFIED CORRECT	<p>(SGD.)</p> <p>MS. JESSICA G. GAPUZ PMOIC, Bids and Awards Committee V</p> <p>(SGD.)</p> <p>MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V</p> <p>(SGD.)</p> <p>MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>

