

MINUTES OF MEETING

Thursday, June 27, 2019	1:00 PM	Conference B
-------------------------	---------	--------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Prebid Conference
PROJECT	Supply, Delivery, and Installation of Fiber Optic Cable Network in Cebu City Regional Government Center (Phase II)
REFERENCE NO.	PB No. 19-193-5
ATTENDEES	<p>Bids and Awards Committee V: Mr. Webster M. Laureña Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Rosemarie N. Andulan Provisional Member</p> <p>End-User’s Representatives Engr. Jenelyn N. de Chavez DICT Engr. Michelle Placido DICT</p> <p>Prospective Bidders: Mr. Tito Santiago Fastel Services, Inc. Mr. Meg Geronimo Marstech</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:05 PM with the Chairperson presiding. 2. The PMOIC acknowledged the presence of the attendees. 3. It was likewise reported that observers were invited but none confirmed attendance. 4. Thereafter, the Chairperson instructed the PMOIC to proceed with the discussion of the general requirements for government procurement.

DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	Mr. Geronimo requested the Committee to adjust the schedule of bid opening from 10 July 2019 to 17 July 2019 for them to be given enough time to prepare their proposal.

	<p>The Chairperson asked Mr. Geronimo to put this request into writing to make it official and in record.</p> <p>Mr. Geronimo of Marstech then queried if they can submit their written request on Monday, 01 July 2019 to finalize all their concerns. He likewise asked the End-User if they can provide for a service vehicle during project implementation.</p> <p>The End-User took note of this concern subject to review with their personnel in Cebu City.</p> <p>As for the submission of written clarification, the Committee maintained the scheduled deadline on 28 June 2019.</p>
<p>INSTRCUTION TO BIDDERS</p>	<p>NO FURTEHR DISCUSSION</p>
<p>BID DATA SHEET</p>	<p>The Vice Chairperson emphasized that the bid security shall be payable to the Procurement Service and not to the Department of Information and Communications Technology (DICT).</p> <p>Moreover, the Vice Chairperson observed that in the bid data sheet the procuring entity is only named as Procurement Service while the requirement for the bid security is that the same must be addressed to Procurement Service-DBM. He then asked the PMOIC to make it consistent with each other to avoid confusion.</p> <p>The PMOIC acknowledged the said observation and stated that the correction will be incorporated in the bid bulletin.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 45</p> <p>xxx</p> <p>2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M). For this requirement, it is considered as latest return when filed within the last two (2) months before the deadline of the submission of bids which will cover the previous six (6) months.</p> <p>xxx</p> <p>The Chairperson clarified to the prospective bidders that a bid bulletin will be issued to specify the months covered by the aforementioned requirement which are the months from December</p>

2018 to May 2019.

The Vice Chairperson manifested that the Value Added Tax (VAT) Returns shall be filed through the Electronic Filing and Payment System (EFPS). He explained that all the proof of filing must likewise be attached in their submission.

Mr. Geronimo inquired if what will be the treatment of the BAC in case where they file their VAT Returns quarterly.

The Vice Chairperson clarified that the requirement is for them to submit Forms 2550M and 2550Q which means their monthly and quarterly filing.

xxx

BDS Clause 29.2

Page 46

xxx

- 5.** Valid PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids;

xxx

The PMOIC corrected that the above-mentioned requirement must be a valid and updated PhilGEPS Certificate of Registration.

The Vice Chairperson explained that Class A documents need not be submitted during Opening of Bid so 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, 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 and updated PhilGEPS Registration Certificate as part of post-qualification documents.

xxx

BDS Clause 29.2

Page 46

xxx

	<p>11. List of ALL previous clients for the last ten (10) years; (<i>Supply, Delivery, and Installation of Fiber Optic Cable</i>), with the following details: (<i>Should be accompanied with Certificate of Completion/ Acceptance; and Purchase Order/ Contract</i>)</p> <ul style="list-style-type: none"> a. <i>Company Name;</i> b. <i>Address;</i> c. <i>Contact Person/s;</i> d. <i>Contact details;</i> e. <i>Type of Works/ Services; and</i> f. <i>Date of Delivery/ Completion</i> <p>xxx</p> <p>The Vice Chairperson emphasized that the requirement for the list of ALL previous clients requires no prescribed form as long as the aforementioned details are present in the list.</p>
GENERAL CONDITIONS OF THE CONTRACT	NO HIGHLIGHT
SPECIAL CONDITIONS OF THE CONTRACT	<p>Mr. Geronimo asked on the duration of the warranty.</p> <p>The End-User explained that warranty for workmanship runs from the installation period until acceptance. Furthermore, she explained that the warranty of three (3) years indicated in the bidding document pertains to the system warranty.</p>
SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLE	NO QUESTIONS FROM THE PROSPECTIVE BIDDERS
TECHNICAL SPECIFICATIONS	<p>The Vice Chairperson explained that in the Technical Specifications, the bidder must indicate the word comply in the column provided for Bidder’s Statement of Compliance and the column for the reference must contain the evidence of such compliance such as but not limited to brochure or data sheet.</p> <p>xxx</p> <p>Mr. Geronimo sought to clarify the items that need to have a brand and model in the Technical Specifications.</p> <p>The End-User stated that the following items must have a brand and</p>

model in the technical specifications:

- **Single Mode Figure 8 Fiber Optic Cable 48 Core**
- **Figure 8 Fiber Optic Cable 24 Core**
- **Closure 48 Core (Dome Type)**
- **Patch Panel 48 ports**
- **Patch Panel 12 ports**

In case of non-applicability of reference, the End-User stated that the bidder must indicate "N/A or Not Applicable".

xxx

Mr. Geronimo gave his query on the last part of the Conformity with Technical Specifications, asking if there is a need to state their compliance therein.

The Vice Chairperson answered in the affirmative and stated that the last part of the Technical Specification affirms their conformity with the Terms of Reference (TOR), hence, it is important to fill it out.

xxx

Terms of Reference
Page 2

For the installation of the FOC, Mr. Geronimo asked if they are allowed to erect poles.

The End-User explained that there is already a JPA with the telecommunications in Cebu City and the poles will be provided by the DICT.

Mr. Geronimo inquired for the number of poles that will be erected.

The End-User clarified that as of now there is no definite number of poles that will be erected. Nonetheless, she assured the prospective bidders that they have a lot of available poles for the requirement and this will be determined during product implementation.

Mr. Geronimo likewise asked for the type of the existing poles, if it is concrete or wood.

The End-User answered that the existing poles are concrete.

Mr. Geronimo inquired for the size of poles.

The End-User explained that the sizes of the existing poles are the standard size of the telecommunications.

Mr. Geronimo asked on who will shoulder the payment of the RTA, if it will be under the responsibility of the DICT or the contractor.

The End-User clarified that as of the moment the same is being handled by the DICT. However, when the project starts it will be

	<p>transferred to the contractor until the completion of the project.</p> <p>Mr. Geronimo explained that the RTA sometimes take a lot of time to be approved, he then inquired on how will it affect the schedule of requirements.</p> <p>The End-User manifested that the contractor may request for the extension or suspension of the delivery period.</p> <p>Terms of Reference No. 5 Fiber Optic Cable Specifications Page 6</p> <p>Mr. Geronimo asked if there is a requirement for cable stripes.</p> <p>The End-User answered that it is indicated in the TOR.</p> <p>xxx</p> <p>Terms of reference VI. Payment Terms/ Progress Payment Page 12</p> <p>Mr. Geronimo inquired if a down payment is available.</p> <p>The End-User emphasized that for government projects, down payment is not allowed except for infrastructure projects which is subject to the approval of the Head of the Procuring Entity (HoPE).</p> <p>xxx</p> <p>Terms of Reference VIII. Exclusivity Clause Page 13</p> <p>The Vice Chairperson wished to be enlightened about the exclusivity clause found in the TOR.</p> <p>The End-User explained that the exclusivity clause binds the contractor to agree with the End-User that the equipment that will be used in the project will not be utilized to their personal use.</p>
BID FORM	<p>The Vice Chairperson emphasized that all the pages of the Bid Form and its attachments including the Schedule of Prices must be fully signed by the authorized representative; failure to do so may cause their disqualification.</p>
OTHER MATTERS	<p>The Vice Chairperson reminded the prospective bidders that failure to drop the bid proposal to the bid box designated for the Bids and Awards Committee V (BAC V) could result to bidder’s disqualification.</p> <p>Furthermore, he warned them that incorrect labelling of the bid envelopes is likewise a ground for disqualification.</p> <p>xxx</p>

Mr. Santiago of Fastel Services Inc. asked if there is still a need for them to purchase a bidding document considering that they have already participated in this bidding project twice.

The PMOIC answered that it is still a requirement for them to purchase a bidding document since this is a public bidding project.

Mr. Geronimo then inquired if they can purchase the bidding document on the day of the bid opening.

The PMOIC answered in the affirmative. However, she informed them that it must be purchased before the deadline of submission of bids.

xxx

Mr. Geronimo raised that they were informed that the Department of Public Ways and Highways (DPWH) refuses to issue a permit for bridge crossing.

The End-User assured the prospective bidders that they have an existing Memorandum of Agreement (MOA) with the DPWH regarding this matter.

xxx

Mr. Geronimo asked if the End-User will provide a warehouse for safekeeping of equipment.

The End-User answered in the affirmative and assured him that it will be provided by them for free.

xxx

Mr. Geronimo wanted to clarify if the project does not include maintenance.

The End-User explained that the project is purely Supply, Delivery, and Installation only.

xxx

Mr. Geronimo requested the End-User to determine the FOCs that are already installed since the illustration in the Network Plan is indistinguishable.

The End-User stated that they will issue an updated Network Diagram to determine those FOCs that are already installed.

The PMOIC asserted that she will publish the revised Network Plan with the Bid Bulletin.

Moreover, Mr. Geronimo asked if they can post a colored copy of the diagram.

	The Committee took note of this matter and stated that they will work it out to have a colored copy published.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:45 PM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on June 27, 2019.
PREPARED BY	The Procurement Division V: (SGD.) MS. ROSEMARIE N. ANDULAN Provisional Member
CERTIFIED CORRECT	Bids and Awards Committee V: (SGD.) MR. JACK G. MERCADO Vice Chairperson (SGD.) MR. WEBSTER M. LAUREÑANA Chairperson

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.