



MINUTES OF MEETING

Thursday, July 11, 2019	10:00AM	CONFERENCE ROOM B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VII																						
TYPE OF MEETING	Prebid Conference																						
PROJECT	Supply and Delivery of Various Janitorial Supplies for the Procurement Service (PS)																						
REFERENCE NO.	PB No 19-199-7																						
ATTENDEES	<p>Bids and Awards Committee VII</p> <table> <tr> <td>Ms. Rosalinda V. Dapito</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Vic Anthony A. Tubon</td> <td>Vice Chairperson</td> </tr> <tr> <td>Ms. Rowena R. Inocentes</td> <td>Provisional Member (PMO-in-Charge)</td> </tr> <tr> <td>Ms. Consolacion S. Cinco</td> <td>Provisional Member (AdHoc)</td> </tr> </table> <p>Procurement Division VII</p> <table> <tr> <td>Ms. Kaila M. Jaroney</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Alvin John D. Perater</td> <td>TWG</td> </tr> </table> <p>Bidders:</p> <table> <tr> <td>Ms. Loreta Sanido</td> <td>LMS Industries</td> </tr> <tr> <td>Mr. Paolo Yalong</td> <td>West Heaven Trading</td> </tr> <tr> <td>Mr. Jonathan Kingsu</td> <td>Kelda Sanitary</td> </tr> <tr> <td>Ms. Ma. Eldeliza Bituin</td> <td>Consumer Care</td> </tr> <tr> <td>Ms. Elaine Aquino</td> <td>Consumer Care</td> </tr> </table>	Ms. Rosalinda V. Dapito	Chairperson	Mr. Vic Anthony A. Tubon	Vice Chairperson	Ms. Rowena R. Inocentes	Provisional Member (PMO-in-Charge)	Ms. Consolacion S. Cinco	Provisional Member (AdHoc)	Ms. Kaila M. Jaroney	Secretariat	Mr. Alvin John D. Perater	TWG	Ms. Loreta Sanido	LMS Industries	Mr. Paolo Yalong	West Heaven Trading	Mr. Jonathan Kingsu	Kelda Sanitary	Ms. Ma. Eldeliza Bituin	Consumer Care	Ms. Elaine Aquino	Consumer Care
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:44 AM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC, the required quorum has been established. 3. The Secretariat stated BAC’S compliance with regard to the invitation of Observers. 4. The Secretariat presented the general requirements for government procurement.
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DISCUSSIONS

I. BID DOCUMENTS	
INVITATION TO BID	<p>Section I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
INSTRUCTIONS TO BIDDERS	<p>Section II</p> <p>ITB 12.1 (a)(ii.7) Page 18</p> <p>x x x</p> <p>For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement;</p> <p>x x x</p> <p style="text-align: center;">- <i>It was clarified that price will be the same with the contract price unless if it is in foreign currency. If that is the case, basis of the exchange rate will be the date of the contract.</i></p>
BID DATA SHEET	<p>SECTION III</p> <p>ITB Clause 5.4 Page 38</p> <p>x x x</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 fifty percent (25%) of the ABC for each lot. <i>Please refer to Section VIII. Bidding Forms Annex "I" for the definition of similar</i></p>

	<p><i>contract. Similar contracts for this project include those in Annex "I" but may include other contracts similar to those classified as cleaning supplies (Lot 1 & 2) and aerosol products (Lot 3).</i></p> <p>X X X</p> <ul style="list-style-type: none"> - <i>It was clarified the following:</i> <ol style="list-style-type: none"> 1. <i>Contract must be the contract of the bidder.</i> 2. <i>Similar Contracts are completed contracts not limited to the items stated in Annex I, as long as it is classified as cleaning supplies for Lots 1 and 2 and aerosol products for Lot 3.</i>
	<p>SECTION III ITB Clause 5.4 Page 38</p> <p>X X X</p> <p><i>Similar contracts for this project include those in Annex "I" but may include other contracts similar to those classified as cleaning supplies (Lot 1 & 2) and aerosol products (Lot 3).</i></p> <p>X X X</p> <ul style="list-style-type: none"> ➤ LMS Industries manifested that the required similar contracts for disinfectant spray is limited to aerosol products which they already joined with the previous biddings classified as Janitorial Supplies. - <i>It was discussed that there is a Committee for the decision of the grouping of the PS common use items. However, concern will be raised to the Technical Specifications Review Committee (TSRC).</i>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>Section IV There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION V Clause 6.2 Page 66</p> <p>X X X</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p>

	<p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>x x x</p> <ul style="list-style-type: none"> ➤ Consumer Care clarified if they need to follow above requirements or print special shipping cartons for delivery packaging <ul style="list-style-type: none"> - <i>The BAC took note of the clarification.</i> - <i>It was discussed that winning bidder/s can collect payment per issuance of Delivery Order.</i>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Section VII</p> <p>INDICATIVE DELIVERY ORDER SCHEDULE UNDER THE ORDERING AGREEMENT Page 69</p> <ul style="list-style-type: none"> ➤ Consumer Care requested to reduce three (3) months revolving stocks <ul style="list-style-type: none"> - <i>It was clarified that the bidding is an ordering agreement in which revolving stock is not required, provided that the winning bidder must deliver within fifteen (15) calendar days upon receipt of Delivery Order.</i> ➤ LMS Industries requested to amend the required twelve (12) months to six (6) months to shorten the contract. <ul style="list-style-type: none"> - <i>The BAC took note of the request.</i>

SUBMISSION OF SAMPLES/DEMO UNITS
Page 70

X X X

Evaluation of sample/demo unit during post-qualification stage shall be conducted by the BAC, through PD VII using in-house tests and/or government laboratory testing center, if government laboratory testing center does not have the capability or no available machine to conduct the tests, government accredited private laboratory testing center will be used.

X X X

- Consumer Care requested to reduce the number of testing to once or twice only. It was manifested that testing was conducted prior to submission of samples then during Post Qualification and then every Delivery.
 - *The concern was already raised to the TSRC and the BAC is waiting for response from said Committee.*
 - *The Committee manifested that testing will be required to the S/LCB during Post Qualification and every Delivery.*

X X X

Lot No.	ITEM/ DESCRIPTION	REQUIREMENTS
X X X	X X X	X X X
X X X	X X X	X X X
3	DISINFECTANT SPRAY, aerosol type, 400-550 grams	1 can per scent + 1 empty can

X X X

- Consumer Care asked if they submitted sample for (3) scents, are all of those will be sent to the testing center.
 - *The Committee clarified that only one (1) can will be submitted to the testing center.*

TECHNICAL SPECIFICATIONS

Section VII
Page 74

X X X

Disinfectant Spray
Net Content per can: 400 grams (min)

X X X

	<ul style="list-style-type: none"> ➤ Kelda Sanitary manifested that their product brand is Lysol which follows US Standard of 510g. Hence, their item cost higher compared to others offering a 400g disinfectant spray. <ul style="list-style-type: none"> - <i>It was clarified that single/ lowest calculated bid will be issued to the lowest bid during the evaluation regardless of the net content being offered.</i>
	<p>Section VII</p> <p>x x x</p> <p>DISINFECTANT SPRAY FDA Certificate of Product Registration/Product Notification Number (shall be indicated on the label)</p> <p>x x x</p> <p>Some bidders manifested that aforesaid requirements shall not be imposed on certain household/urban hazardous substances in accordance with AO 2015-0038</p> <ul style="list-style-type: none"> - <i>The BAC took note of the manifestation.</i>
	<p>Section VII</p> <p>x x x</p> <p>CLEANSER, SCOURING POWDER Brand shall be engraved/embossed/printed on the item</p> <p>x x x</p> <ul style="list-style-type: none"> ➤ LMS Industries manifested that the product brand of their item is labeled in the plastic, which they requested to accept as printed on the item. <ul style="list-style-type: none"> - <i>The Committee clarified that Technical Specifications stated "engraved/embossed/printed", which means any of those is acceptable.</i>
<p>BIDDING FORMS</p>	<p>Section VIII</p> <p>Annex C (Statement of Single Largest Completed Contract Similar to the Contract to be Bid)</p> <ul style="list-style-type: none"> - <i>It was clarified that the SLCC does not need proofs during the Submission of Bids but the declared contract will be validated during post qualification.</i>

Section VIII
Price Schedule

- Bidders requested not to show the details of their Price Schedule during the Bid Opening.

- *The BAC took note of the request.*

II. OTHER DISCUSSIONS

OTHER MATTERS

1. The following points were also emphasized:

- Authority of Signatory
 - All signatures must be the authorized representative which was reflected in the Authority of Signatory.
- PhilGEPS Certificate
 - It must be valid, current and updated.
 - The bidder may opt to submit the Annex A eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership) during the deadline of submission of bids, provided that it shall be submitted as part of post-qualification documents.
- For the required Competent Evidence of Identity
 - Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.
- No. 10th statement under the Omnibus Sworn Statement
 - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.
- Documents such as Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must be specific to the project.
- Additional documents of the LCB must be submitted within five (5) calendar days from the receipt of the notice from the BAC.

2. Any amendment shall be reflected in the Bid Bulletin to be issued for the project.

	<p>3. It was raised by the bidders that items have low ABC.</p> <p>4. It was presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications will be on July 15, 2019.</p>
ATTACHMENTS	None.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:00PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on Thursday, July 11, 2019.
PREPARED BY	<p>Procurement Division VII</p> <p style="text-align: center;">SGD MS. KAILA M. JARONAY Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee VII (BAC VII)</p> <p style="text-align: center;">SGD MS. ROWENA R. INOCENTES Provisional Member (PMOIC)</p> <p style="text-align: center;">SGD MS. CONSOLACION S. CINCO Provisional Member (AdHoc)</p> <p style="text-align: center;">SGD MR. VIC ANTHONY A. TUBON Vice Chairperson</p> <p style="text-align: center;">SGD MS. ROSALINDA V. DAPITO Chairperson</p>

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.