



MINUTES OF MEETING

July 12, 2019	1:30 PM	Executive Lounge
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Tape Electrical for the Procurement Service (PS)
REFERENCE NO.	PB No. 19-217-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Mr. Joshua Felino Julian F. Dulce Provisional Member (PMO-in-charge) Mr. Jeffrey M. Bertumen Provisional Member (Ad hoc, PS)</p> <p>Prospective Bidder/s: Mr. Selvamar Lavarias LGM Enterprises</p>
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Pre-bid Conference started at 10:20 AM.2. The Chairperson acknowledged the presence of attendees.3. Mr. Dulce presented the Invitation to Observers; however, none attended.4. Upon the instructions of the Chairperson, Mr. Dulce proceeded with the presentation of general requirements in government procurement.

DISCUSSION

HIGHLIGHTS OF ACTIVITY		
BID DOCUMENTS		
INVITATION TO BID	The Chairperson emphasized the timeline of the project, which is as follows:	
	Advertisement/Posting of Invitation to Bid	July 04, 2019
	Issuance and Availability of Bid Documents	July 04, 2019
	Pre-Bid Conference	July 12, 2019 1:30 PM
	Last day of Submission of Written Clarification	July 16, 2019
	Last day of Issuance of Bid Bulletin	July 19, 2019
	Deadline for Submission of Bids	July 26, 2019 1:30 PM
	Opening of Bids	Immediately after the deadline for Submission of Bids
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM THE PROSPECTIVE BIDDER	
BID DATA SHEET	<p>Clause 5.4</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. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</p> <p>The Chairperson mentioned that the definition of similar contract is not limited to those listed in the Annex "I". Thus, as long as the contract includes products that are generally considered as Electrical Supplies, such contract may be used for the project.</p> <p>The representative from LGM Enterprises asked if it is necessary that the contract contains only electrical supplies.</p> <p>The Chairperson answered in the affirmative. He explained that the amount of the electrical supplies included in the contract shall meet the twenty-five percent (25%) requirement.</p> <p>Clause 29.2</p> <p>For purposes of Post-qualification the following document(s) shall be required:</p>	

	<p>2. Annual Income Tax Return for the year 2018 (BIR Form 1701 or 1702).</p> <p style="text-align: center;">xxx</p> <p><i>*The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</i></p> <p style="text-align: center;">xxx</p> <p>The representative from LGM Enterprises mentioned that their Annual Income Tax Return for the year 2018 was filed manually due to maintenance shutdown of EFPS.</p> <p>The Chairperson said that the bidder shall attach a memorandum issued by the Bureau of Internal Revenue supporting the above claim.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO QUESTIONS FROM THE PROSPECTIVE BIDDER</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>Clause 1.1(k)</p> <p>The Project Sites are:</p> <p><i>PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.</i></p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Delivery Lead Time: Within FIFTEEN (15) CALENDAR DAYS from receipt of Delivery Order.</p> <p>The Committee explained that the winning bidder will be informed of the quantity for delivery before the issuance of Delivery Order.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>The Provisional Member discussed what constitutes minimum labeling, as required by Republic Act No. 7394, to wit:</p> <ul style="list-style-type: none"> • its correct and registered trade name or brand name; • its duly registered trademark; • its duly registered business name; • the address of the manufacturer, importer, repacker of the consumer product in the Philippines; • its general make or active ingredients; • the net quality of contents, in terms of weight, measure or numerical count rounded of to at least the nearest tenths in the metric system; • country of manufacture, if imported; and • if a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact. (Art. 77, RA 7394)

BID FORMS	The Chairperson emphasized the proper filling out of the Schedule of Prices.
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OTHER MATTERS	The Committee emphasized the use of a valid government-issued ID for all documents that must be notarized.
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 July 12, 2019.
PREPARED BY	(SGD.) JOSHUA FELINO JULIAN F. DULCE <i>Provisional Member (PMOIC)</i>
CERTIFIED CORRECT	(SGD.) JEFFREY M. BERTUMEN <i>Provisional Member (Ad hoc Representative, PS)</i> (SGD.) JOSEPH CONRAD D. DUEÑAS <i>Chairperson</i>