

MINUTES OF MEETING

Wednesday, July 31, 2019	10:00 AM	PS MEETING ROOM 1
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 4													
TYPE OF MEETING	Prebid Conference													
PROJECT	<i>Supply and Delivery of Fastener for the Procurement Service (PS)</i>													
REFERENCE NO.	PB 19-238-4													
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 4</p> <table border="0"> <tr> <td>Engr. Estrellita G. Fule</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Ian T. Fajarito</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. Nikko C. Valenzona</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Dave Y. Valderrama</td> <td>Ad-Hoc Representative PS</td> </tr> </table> <p>Procurement Division 4</p> <table border="0"> <tr> <td>Ms. Julie U. Guimbuayan</td> <td>Member</td> </tr> </table> <p>Bidder(s):</p> <table border="0"> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>Center Point Sales and Trading, Inc.</td> </tr> </table>		Engr. Estrellita G. Fule	Chairperson	Engr. Ian T. Fajarito	Vice Chairperson	Mr. Nikko C. Valenzona	Provisional Member	Mr. Dave Y. Valderrama	Ad-Hoc Representative PS	Ms. Julie U. Guimbuayan	Member	Ms. Maeah Airocel Isidro	Center Point Sales and Trading, Inc.
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Mr. Dave Y. Valderrama	Ad-Hoc Representative PS													
Ms. Julie U. Guimbuayan	Member													
Ms. Maeah Airocel Isidro	Center Point Sales and Trading, Inc.													
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:05 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project. 													

DISCUSSION

I. BID DOCUMENTS						
INVITATION TO BID	XXX	<table border="1"> <tr> <td><i>Advertisement/Posting of Invitation to Bid</i></td> <td><i>July 23, 2019</i></td> </tr> <tr> <td><i>Issuance and Availability of Bid Documents</i></td> <td><i>July 23, 2019</i></td> </tr> </table>	<i>Advertisement/Posting of Invitation to Bid</i>	<i>July 23, 2019</i>	<i>Issuance and Availability of Bid Documents</i>	<i>July 23, 2019</i>
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Pre-Bid Conference	July 31, 2019; 10:00 AM
Last day of Submission of Written Clarification	August 03, 2019
Last day of Issuance of Bid Bulletin	August 07, 2019
Deadline for Submission and Opening of Bids	August 14, 2019; 10:00 AM

XXX

The Provisional Member reminded bidders for the deadline for submission of queries, last day for issuance of Bid Bulletin and Deadline for Submission and Opening of Bids.

XXX

*The Procurement Division 4
Procurement Service
RR Road, Cristobal St., Paco, Manila
689-7750 loc. 4017, 563-9351
pd4@ps-philgeps.gov.ph*

XXX

The Provisional Member presented contact details of the BAC IV, for bidders to submit their queries within the prescribed deadline.

SECTION III
BDS Clause No. 13.2
Page No. 40

XXX

Any bid with a financial component exceeding the total ABC shall not be accepted.

XXX

*The Provisional Member reminded the bidders that proposals to be submitted **MUST** not exceed the Total ABC. Otherwise, It will be a ground for Ineligibility.*

BDS Clause No. 18.1
Page No. 40

The Provisional Member presented the forms of Bid Security and its respective amounts alongside the Bid Securing Declaration.

BDS Clause No. 32.4(f)
Page No. 43

XXX

The awardee must submit a soft copy (JPEG or PNG format, Picture-640 x 480 Pixel with White or Plain Background) of the color picture of the Product/s upon receipt of the Notice of Award.

BID DATA SHEET

	<p>Please email to: pd4@ps-philgeps.gov.ph xxx</p> <p><i>The Provisional Member explained to the Bidders that once a project has been concluded thru the issuance of the Notice of Award, the winning bidder is required to submit product pictures in order for the products to be advertised in the PS Catalogue.</i></p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	<p>SECTION V SCC Clause No. 61 Page No. 1.1(k) xxx <i>Contact persons:</i></p> <p><i>Ms. Catherine Ann DG. Mirabel Chief – Warehousing and Logistics Division cdmirabel@ps-philgeps.gov.ph 689-7750 loc 4016/563-9397</i> xxx</p> <p><i>The Provisional Member emphasized on the updated contact person from the Warehouse and Logistics Division (WALD).</i></p>
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	NO DISCUSSION
TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	<p>Annex No. A Page No. 77 xxx</p> <p><i>Total Lot Bid Price:_____</i></p> <p><i>TOTAL LOT BID PRICE IN WORDS:_____</i></p> <p>xxx</p> <p><i>The Provisional Member reminded bidders that prices must be thoroughly checked for consistency as there are cases that the Total Lot Bid Price is in consistent with the TOTAL LOT BID PRICE IN WORDS.</i></p>

The Provisional Member also explained the proper procedure in accomplishing the Bid Form as well as the Price Schedule.

Annex No. B
Page No. 81

The Provisional Member emphasized on the importance of the Omnibus Sworn Statement and reminded bidders of the Rule of Notarial Practice.

The Provisional Member reminded bidders that Community Tax Certificates (CTC) are not accepted and will be a ground for ineligibility.

The Provisional Member reminded bidders on the required contact information; that it must be updated and bidders must actively check their declared email addresses for Notices issued by the BAC as the reckoning period for the said notices is the date transmitted by the BAC.

Annex No. C
Page No. 84

The Provisional Member explained the proper procedure in accomplishing the said form, reminding bidders to refer to Annex "I" of the Bidding Documents for the requirements for Similar Contract.

Annex No. C-1
Page No. 85

The Provisional Member explained the proper procedure in accomplishing the said form, reminded bidders to divulge all ongoing contracts in order to properly validate the declared NFCC. Otherwise, it will be a ground for Ineligibility and subsequent Blacklisting.

The Provisional Member reminded bidders not to leave any blanks on Annex "C" and "C-1" and encouraged bidders to simply indicate "Not Applicable" or "N/A" in the said form if there are no details to be filled out.

Annex No. H
Page No. 95

The Provisional Member presented the 3^d form of Bid Security, explaining to the bidders on the proper procedure in accomplishing the said form and reminded bidders to thoroughly examine the contents of the said of the document.

The Provisional Member reminded bidders that the said form will be signed the authorized representative and notarized, further explaining that CTC is not acceptable as explained earlier with the Omnibus Sworn Statement.

II. OTHER DISCUSSIONS

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:00 AM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, July 31, 2019.
PREPARED BY	Procurement Division 4: (SGD.) MR. NIKKO C. VALENZONA Provisional Member, Bids and Awards Committee 4
CERTIFIED CORRECT	 (SGD.) MR. DAVE Y. VALDERRAMA Ad-Hoc Representative, Bids and Awards Committee 4 (SGD.) ENGR. IAN T. FAJARITO Vice Chairperson, Bids and Awards Committee 4 (SGD.) ENGR. ESTRELLITA G. FULE Chairperson, Bids and Awards Committee 4