



MINUTES OF MEETING

Start/End Time: 12:20/1:00	Date: 01/20/19	Committee: V
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Drone for the Department of Education	
REFERENCE NO.	PB 19-278-5	
ATTENDEES	Bids and Awards Committee V	
	Mr. Webster M. Laureñana	Chairperson
	Mr. Jack G. Mercado	Vice Chairperson
	Mr. Jules Amiel D. Angeles	Provisional Member (PMO-in-charge)
	End-User's Representatives	
	Mr. Nereo Bolante	DepEd
	Procurement Division V	
	Ms. Rosemarie N. Andulan	Secretariat
	Ms. Jessica G. Gapuz	Member
	Engr. Yuji C. Hoshina	Member
	Mr. Arnel B. Cunanan	Member
	Engr. Nicole John D. Cabueños	Member
	Prospective Bidders	
	Ms. Julienna Medina	Kosmos
	Ms. Sheryl Maglaqui	Kosmos
Mr. Harris Q. Donato	IEQUITY	
Mr. John Denuovo	XCC	
Mr. Joel Sia	XCC	
Mr. Erwin Cornejo	ASI	
Mr. Sanny Belonio	ASI	
Ms. Thess Temeña	ASI	
Ms. Edna Aplan	AMTI	
Mr. Paul Cortez	CTI	

	Ms. Aissa Chan Mr. Rick Sy Mr. Homer Comevo Mr. Kitz Bugayong	CTI APTI Remax DKB Consulting
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:15 PM. 2. The Secretariat acknowledged the presence of the attendees. 3. She likewise reported that observers were invited but none confirmed attendance. 4. Having established the required quorum, the Chairperson instructed the Secretariat to discuss the General Requirements of Government Procurement. 	

DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	The PMOIC discussed the contents of the bidding documents. No questions, clarifications and/or amendments were raised.
INSTRUCTIONS TO BIDDERS	The PMOIC discussed the contents of the bidding documents. No questions, clarifications and/or amendments were raised.
BID DATA SHEET	<p>BDS Clause 5.4 Page 40 xxx</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 (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to any:</p> <p style="padding-left: 40px;">➤ CONTRACT for the SUPPLY AND DELIVERY of DRONE</p> <p>xxx</p> <ol style="list-style-type: none"> 1. The Representative from Iequity asked about the single largest contract and proposed to change the definition of the similar contract to ICT equipments. <p>The End-User Representative stated that if the definition of the SLCC is retained, the bidders will have a hard time to comply with the requirement.</p>

2. The Representative from Xitrix suggested to retain the definition of similar contracts since the item is irrelevant to IT equipments.

The Chairperson clarified that the bidders can comply with 50% of the SLCC.

3. One of the prospective bidders clarified if there is a requirement of training the End-Users of the project. The prospective bidder further clarified that they can get trainers who are licensed and accredited by the manufacturer for the requirement.

The Chairperson asked the bidders if the trainers to operate the drone is accredited and with certifications with papers of the manufacturer to which the most of the bidders answered in the affirmative.

4. Another Representative from Remax clarified that they supply, deliver and support the item with the help of the experts. The Representative suggested changing the SLCC to ICT-Surveillance Equipment.

The Chairperson stated that the bidders' suggestions are duly noted and that the definition of the SLCC is not final and the bidders can anticipate the bid bulletin for clarifications and amendments.

XXX

BDS clause 18.1

Page 42

5. The Chairperson reminded the bidders that the documents needed to be notarized by using competent evidence of identity and that the use of community tax certificate is not anymore accepted.

XXX

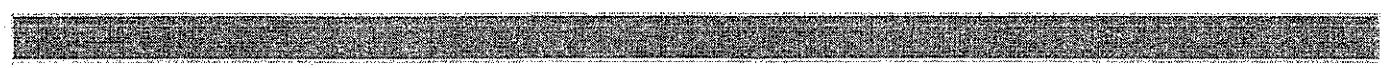
BDS clause 29.2

6. A prospective bidder asked if there are other certificates that are needed to be submitted during post-qualification.

The Chairperson stated that the bidders are required to submit a certification from the manufacturer stating that they are an official distributor. The Chairperson also stated to anticipate the posting of the Bid Bulletin.

7. The Chairperson asked if the Trained Engineers/Technicians are directly

	<p>employed from the manufacturer. Some of the bidders confirmed this.</p> <p>8. A prospective bidder suggested having at least one (1) service center in Luzon, Visayas and Mindanao.</p> <p>The Chairperson agreed to the suggestion and stated that the bidders need to have at least one (1) service center for the major islands of the country. The Chairperson further stated that this will be included in the bid bulletin.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>The PMOIC discussed the contents of the bidding documents. No questions, clarifications and/or amendments were raised.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SCC Clause 1.1(K) Page 63</p> <p>1. The Chairperson stated that the number of the Contact Person for the project will be included in the Bid Bulletin.</p> <p>XXX</p> <p>SCC Clause 17.3 Page 68</p> <p>2. The Chairperson asked the prospective bidders on the standard warranty of drones in the market.</p> <p>One of the prospective bidders replied that there are different kinds of warranty for each part of the drone. He stated that the standard of warranty is one (1) year and also proposed extending the warranty up to two (2) years on parts and labor.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>The PMOIC discussed the contents of the bidding documents. No questions, clarifications and/or amendments were raised.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>The PMOIC discussed the contents of the bidding documents. No questions, clarifications and/or amendments were raised.</p>
<p>BID FORMS</p>	<p>The PMOIC discussed the various forms in the bidding documents. No questions, clarifications and/or amendments were raised.</p>



<p>OTHER MATTERS</p>	<p>NO DISCUSSION.</p>
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:21 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on Sept 12, 2019.
PREPARED BY	<p style="text-align: center;"><u>SGD</u> MR. JULES AMIEL D. ANGELES PMO-in-Charge</p>
CERTIFIED CORRECT	<p style="text-align: center;"><u>SGD</u> MR. NEREO BOLANTE End-User Representative, DEPED</p> <p style="text-align: center;"><u>SGD</u> MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V</p> <p style="text-align: center;"><u>SGD</u> MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>