

MINUTES OF MEETING

Thursday, October 10, 2019	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	SPECIAL BIDS AND AWARDS COMMITTEE
TYPE OF MEETING	Pre-bid Conference
PROJECT	Design, Supply and Delivery of Casual Uniforms for PHISGOC Workforce, Technical Officials, SEA Games Council, and Volunteers for the 30 th SEA Games
REFERENCE	PB No. 19-305-6
ATTENDEES	<p>Special Bids and Awards Committee: Atty. Michelle Anne B. Recto, LL.M. Chairperson Mr. Joseph Conrad D. Dueñas Vice Chairperson Atty. Divina Gracia A. Bacal Regular Member Ms. Rhazel C. Rigoroso Provisional Member (PMO-in-Charge) Mr. Epifanio Cordero Jr. Ad Hoc Member, PSC Engr. Yuji C. Hoshina TWG Lead Member Mr. Joshua Felino Julian F. Dulce TWG Member Mr. Jerome Jerold A. Catapang Secretariat</p> <p>End-User Agency: Ms. Lorna Lorico TWG Member, PSC</p> <p>Prospective Bidders: Ms. Angeli Reyes Sonak Corp. Ms. Julie Crisolo Sonak Corp. Ms. Mary Jean Gabito SPH Mr. Francis Daguio ProEvent Mr. Ruben Lopez ProEvent Ms. Nicole Delator Anclaze Trading Corp. Mr. Michael Aguilar Anclaze Trading Corp. Ms. Ma. Lonella Mallillia Audric Construction Mr. Abulkhain Jalman Audric Construction Ms. Rose Ann Basa Zhujar</p> <p>PS Consultant: Engr. Elmer Dorado</p>

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:21 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. The Invitation to Observers was also presented; however, none of them attended. 4. Having established the required quorum, the Provisional Member proceeded with the discussion of the general requirements for government procurement.
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DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	"NO DISCUSSION"
INSTRUCTIONS TO BIDDERS	"NO DISCUSSION"
BID DATA SHEET	<p>BDS Clause 5.4 Page 40</p> <p style="text-align: center;">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%) for Lot No. 1 and twenty-five percent (25%) for Lots No. 2 of the ABC.</p> <p style="text-align: center;">xxx</p> <p>The Provisional Member explained that any contract that has been fully paid, delivered, and with certificate of satisfactory completion is considered completed, otherwise it is an on-going contract.</p>
BID DATA SHEET	<p>BDS Clause 12.1(a)(ii) Page 41</p> <p style="text-align: center;">xxx</p> <p>The bidder's SLCC similar to the contract to be bid should have been completed within 5 years prior to the deadline for the submission and receipt of bids.</p> <p style="text-align: center;">xxx</p>

	<p>The prospective bidder requested clarification whether there is a required experience of the company.</p> <p>The Committee clarified that the bidder shall completed any contract within the period of 5 years.</p>	
	<p>BDS Clause 29.2 Page 44</p> <p>xxx For purposes of Post-qualification the following document(s) shall be required: xxx</p> <p>Due to the tight timeline of the project, the Committee advised the bidders that the post-qualification documents may be submitted during the opening of bids to further expedite the evaluation of documents by the Technical Working Group.</p>	
GENERAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"	
SPECIAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"	
SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLES	"NO DISCUSSION"	
TECHNICAL SPECIFICATIONS	xxx	
	AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
	<p>Business Jackets</p> <p>xxx 2. WE WIN AS ONE logo xxx Position: Right Sleeve Color: Silver xxx</p>	
	xxx	
	The prospective bidder clarified whether the color of the "WE WIN AS	

	<p>ONE logo" is silver or white.</p> <p>The Committee took note of the concern and stated that it will be checked and verified.</p>
	<p>On the requirement of the manufacturer brand logo, the prospective bidder requested clarification whether the technical specification or the sample picture will prevail since the technical specification does not indicated such requirement.</p> <p>The Chairperson answered that the sample picture will prevail. Furthermore, the Committee stated that the requirement is optional.</p> <p>The prospective bidder asked if there is a requirement for the manufacturer brand logo's size.</p> <p>The Chairperson replied that the brand logo should not be bigger than the "WE WIN AS ONE logo".</p>
BIDDING FORMS	<p>The Provisional Member reminded the bidders to be careful on accomplishing the Schedule of Prices form since there is a form for Goods offered from abroad and within the Philippines.</p>
OTHER MATTERS	<p>The prospective bidder asked whether two separate proposals will be submitted for the two lots. The Provisional Member clarified that one proposal will suffice. In addition, it was clarified that one bid securing declaration may be submitted for the two lots but the amount reflected shall be for two lots.</p> <p>The Committee stated that a checklist of the required documents that will be submitted during the opening of bids shall be provided.</p> <p>The Provisional Member reiterated the bidders to ensure that the email address indicated in the omnibus sworn statement should be active and official.</p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 11:59 AM.</p>
CERTIFICATION	<p>We certify that the foregoing is the true account of the Pre-bid Conference conducted on October 10, 2019.</p>
PREPARED BY	<p>(SGD) JEROME JEROLD A. CATAPANG Secretariat</p>

CERTIFIED CORRECT

Special Bids and Awards Committee:

(SGD) RHAZEL C. RIGOROSO
Provisional Member (PMO-in Charge)

(SGD) ATTY. DIVINA GRACIA A. BACAL
Regular Member

(SGD) JOSEPH CONRAD D. DUEÑAS
Vice Chairperson

(SGD) ATTY. MICHELLE ANNE B. RECTO, LL.M.
Chairperson