



MINUTES OF MEETING

Thursday, November 28, 2019

02:00 PM

EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	<i>Supply and Delivery of Correction Tape for the Procurement Service (PS)</i>	
REFERENCE NO.	PB 19-306-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Atty. Divina Gracia A. Bacal Ms. Maricel R. Vergel de Dios	Chairperson Regular Member Provisional Member/PMO-in-Charge
	PROCUREMENT DIVISION X Ms. Rina Maureen M. Maurera Ms. Jennifer M. Ancheta	Secretariat TWG-in-Charge
	BIDDERS Mr. Jowel Fortuna Ms. Maeah Alcoel Isidro Mr. Paul de Castro Mr. Albert Tranquitic	Kingfiles Multi Venture Inc. Center Point Sales & Trading Inc. Advance Paper Solution G.T.K. Trading

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 2:00 PM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Notices to the Observers have been sent within the prescribed period, but none attended the activity. 4. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.
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DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none"> • The Chairperson stated that since the Bidders is familiar with the government procurement, he instructed the BAC Secretariat to proceed with the discussion of Bid Data Sheet. The bidders acknowledged it. • The BAC Secretariat presented the contents of the First Envelope as follows: <ol style="list-style-type: none"> 1. Authority of Signatory 2. PhilGEPS Certificate; 3. Statement of Single Largest Completed Contracts; 4. Statement of All On-Going but not yet Started Contracts; 5. NFCC or Credit Line; 6. JVA if applicable; 7. Bid Security; 8. Statement of Compliance with the Delivery Schedule 9. Statement of Compliance with the Technical Specifications; 10. Bidder's Omnibus Statement
	<ul style="list-style-type: none"> • The BAC Secretariat presented the content of the Second Envelope as follows: <ol style="list-style-type: none"> 1. Financial Bid Form (Annex A of the bidding document)
INVITATION TO BID	"NO DISCUSSION"
INSTRUCTION TO BIDDERS	"NO DISCUSSION"

	<p>SECTION III ITB Clause 5.4 Page 38</p> <ul style="list-style-type: none"> • The BAC Secretariat stated that the Similar Contract of the project refers to Office Supplies. <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 for Lot No. 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</p>
<p>BID DATA SHEET</p>	<p>SECTION III ITB Clause 12.1 (a)(i) Page 39</p> <ul style="list-style-type: none"> • The BAC Secretariat stated the updated requirements for PhilGEPS Platinum Certificate. <p>The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the Certificate certified true copies of the updated documents.</p> <p>Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership): Otherwise, the bidder should submit ALL ELIGIBILITY DOCUMENTS together with the valid PhilGEPS Certificate of Registration and Membership, to wit:</p> <ol style="list-style-type: none"> a. Business registration; b. 2019 Mayor's Permit c. 2018 Audited Financial Statement; d. Valid and Current Tax Clearance; e. PCAB License, if applicable <p>In case the bidder submits eligibility documents in accordance with the last two preceding paragraphs, the bidder shall submit a valid PhilGEPS Registration Certificate with its updated Annex A as part of Post-qualification documents.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>"NO DISCUSSION"</p>

SPECIAL CONDITIONS OF CONTRACT

"NO DISCUSSION"

- The TWG-in-Charge discussed the Schedule of Requirements and advised the prospective bidders to complete the information needed.

SCHEDULE OF REQUIREMENTS

LOT NO.	QUANTITY	ITEM DESCRIPTION
1	297,000 pieces	CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box
DELIVERY SCHEDULE		QUANTITY
1st	within 30 calendar days from receipt of NTP	100,000
2nd	within 30 calendar days thereafter	60,000
3rd	within 30 calendar days thereafter	34,250
4th	within 30 calendar days thereafter	34,250
5th	within 30 calendar days thereafter	34,250
6th	within 30 calendar days thereafter	34,250
		297,000

- ***The prospective bidder asked if those items are already pre-ordered.***

- *The Chairperson answered that there are already demands by the other agencies*

- The TWG-in-Charge discussed the Submission of Samples/Demo Units and advised the prospective bidders to complete the information needed.

Lot No.	ITEM/DESCRIPTION	REQUIREMENTS
1	CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box	Five (5) pieces

SECTION VII
Page 71-74

- The TWG-in-Charge discussed the Technical Specifications and advised the prospective bidders to complete the information needed.

LOT NO. 1	CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box
QUANTITY	297,000 pieces
APPROVED BUDGET PER PIECE	₱ 18.00
APPROVED BUDGET FOR THE CONTRACT	₱ 5,346,000.00

TECHNICAL SPECIFICATIONS

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
CORRECTION TAPE, 8 meters Individually pack in blister 50 pieces/box Conforms to the attached Technical Specifications PS STANDARD NO. OS 007:2016 UNSPSC Code No. 44121801-CT-RO1 Dated: November 25, 2016	Brand and Model:

- **The prospective bidder asked regarding the procedure of Performance Test for the Submission of samples/demo units about the following criteria/s:**
 - Precise, continuous and complete coverage of errors to be corrected;
 - Film base shall not break or tear during continuous test.
- *The Chairperson and the TWG-in-Charge discussed the procedure on how they will conduct the Performance Test of the said samples/demo unit.*
- **The prospective bidder requesting for maximum tolerance for the performance of correction tape during testing to the BAC for the “precise, continuous and complete coverage of errors to be corrected” criteria for the Evidence and Verification.**
 - *The Chairperson instructed the Bidders to do a written request regarding the said request.*
- The BAC Secretariat reminded the Prospective Bidder on proper labeling requirement for consumer products. She presented Article 77 of the Consumer Act of the Philippines (RA 7394).
- The TWG-in-Charge discussed the new policy requirements on proper markings, labeling and packaging instructions created by the Technical Specifications Review Committee (TSRC) and approved dated 20 November 2019 by the Head of Procuring Entity.
- The TWG-in-Charge reminded the prospective bidders that they will use the old policy in this Bidding Activity since the new policy is approved while this Bidding is on-going.

BIDDING FORMS

“NO DISCUSSION”

II. OTHER DISCUSSIONS

- The TWG-in-Charge discussed the timeline of the project as follows:

Advertisement/Posting of Invitation to Bid	November 21, 2019
Issuance and Availability of Bid Documents	November 21, 2019
Pre-Bid Conference	November 28, 2019; 2:00 PM
Last day of Submission of Written Clarification	December 2, 2019
Last day of Issuance of Bid Bulletin	December 5, 2019
Deadline for Submission and Opening of Bids	December 12, 2019; 10:00 AM

OTHER MATTERS

- The TWG-in-Charge asked the prospective bidders to include the Post-qualification requirements to their bid proposals for faster evaluation due to long holidays.
- The TWG-in-Charge stated the new contact details for this bidding activity would be 8-290-6300 loc. 8050.
- The Chairperson reminded the prospective bidders to write/email their queries to pd10@ps-philgeps.gov.ph.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **2:48 PM**.

CERTIFICATION

We certify that the foregoing is the true account of the **Pre-bid Conference** conducted on Thursday, November 28, 2019.

PREPARED BY

(SGD) RINA MAUREEN M. MAURERA
Secretariat

THE BIDS AND AWARDS COMMITTEE X:

~~-not present-~~
RODEVIE L. CRUZ
Ad Hoc Representative

(SGD) MARICEL R. VERGEL DE DIOS
Provisional Member/PMO-in-Charge

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

~~-not present-~~
WEBSTER M. LAUREÑANA
Vice-Chairperson

(SGD) ENGR. PABLO ROMAN C. ANDRES
Chairperson, Bids and Awards Committee X

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