

# MINUTES OF MEETING

May 6, 2020	10:00AM	Conference Room
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE V</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	<b>Supply and Delivery of Collapsible Outdoor LED Display for the Department of Health – Knowledge Management and Information Technology Service</b>
REFERENCE NO.	<b>PB No. 20-016-5</b>
ATTENDEES	<p><b>Bids and Awards Committee V</b>          Mr. Webster M. Laureñana                      Chairperson          Mr. Jack G. Mercado                              Vice Chairperson          Atty. Michelle Anne B. Recto                      Regular Member</p> <p><b>Procurement Division V</b>          Mr. Abelardo P. Gonzalez                      Member          Mr. Arnel B. Cunanan                              Member          Engr. Nicole John D. Cabueños                      Member          Mr. Jules Amiel D. Angeles                      Member</p> <p><b>End-User’s Representatives</b>          Mr. Edwin Ubalde                                      DOH-HPCS</p> <p><b>Prospective Bidders</b>          Mr. Marvin Jimenez                                      Avolution Inc.          Ms. Malou Vergara                                      Joebz Comp.</p>
CALL TO ORDER	1. The scheduled <b>Pre-bid Conference</b> started at 10:30 AM with the Chairperson presiding. Engr. Cabueños was instructed to acknowledge the presence of the attendees.

	<p>2. Engr. Cabueños, as directed, presented the Invitation to Observers. It was raised that none of the invited Observers confirmed attendance. Nevertheless the BAC has complied with the requirement of the law and the rules.</p> <p>3. Since the suppliers who attended the Pre-bid Conference are bidders from the previous bidding for the same item, the discussion of the general guidelines for public procurement was conducted briefly.</p>
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## DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	<p>It was inquired whether there is still a need to purchase bidding documents considering that they have already purchased documents during the last bidding.</p> <p><b>Engr. Cabueños clarified that this is a re-bidding of the item. Hence, since this is a new public bidding, the bidders need to purchase another bidding document for them to be able to participate again.</b></p>
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID DATA SHEET	<p>BDS Clause 12.1 (a)(i) Page 39</p> <p><b>xxx</b></p> <p><b><i>b. Mayor's Permit for 2020</i></b></p> <p>xxx</p> <p><b>The Chairperson explained that since the bidding is scheduled on the second quarter of the year 2020, the submission of 2019 Mayor's Permit with Proof of Renewal will no longer be accepted since it is rightful that bidders have already renewed all their licenses for the year 2020.</b></p> <p><b>However, for the Audited Financial Statement, the Vice Chairperson clarified that the processing of the same has been extended due to the Enhanced Community Quarantine (ECQ). Therefore, retaining the requirement of 2018 Audited Financial Statement.</b></p> <p><b>Nevertheless, instruction was given to verify with BIR if there</b></p>

**are any announcement that will affect the requirement.**

BDS Clause 29.2

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\*The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).

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**The Vice Chairperson explained that the abovementioned requirement should include the VAT form, proof of payment and the Filing Reference. Since part of the requirement is for them to submit the latest VAT Returns covering the last six (6) months, the submission must likewise have six (6) set of EFPS document.**

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BDS Clause 29.2

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**7. List of at least five (5) Technical Support and One (1) Certified Engineer by the manufacturer with attached Certificate;**

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Engr. Cabueños asked the End-User if the certificate is required from every technical support and certified engineer.

**The End-User answered in the affirmative.**

Engr. Cabueños then suggested to emphasize in the aforementioned provision that the certificate is required to each personnel.

**Just to be flexible with the requirement, the Chairperson decided to maintain the wording used in the provision.**

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	<p><b>The Chairperson reminded the prospective bidders that they are given seven (7) calendar days to submit a letter of clarification. Answers thereto will reflect on the issuance of the bid bulletin.</b></p> <p>xxx</p> <p><b>The Vice Chairperson manifested that the provisions under the current and updated bidding document shall prevail over the last one used in the previous procurement.</b></p> <p><b>Moreover, he emphasized that the documents to be submitted during the Opening of Bids must be signed by the authorized representative and not just by anyone who prepared it.</b></p>
<p><b>GENERAL CONDITIONS OF CONTRACT</b></p>	<p>NO FURTHER DISCUSSION</p>
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>SCC Clause 1.1(k)</p> <p>xxx</p> <p>The Project Site:</p> <p>DEPARTMENT OF HEALTH - WAREHOUSE (LOGISTICS MANAGEMENT DIVISION) San Lazaro Compound, Sta. Cruz, Manila</p> <p>DEPARTMENT OF HEALTH – MINISTRY OF HEALTH Bangsamoro Autonomous Region in Muslim Mindanao Bangsamoro People’s Complex Gov. Gutierrez Avenue RH7, Cotabato City</p> <p>xxx</p> <p>One of the suppliers inquired on the possible course of action should there still be restrictions on air travel during the contract implementation.</p> <p><b>The Chairperson answered that it will depend on the effective guidelines during the contract implementation.</b></p>

	<p>xxx</p> <p>A prospective bidder asked if the acceptance can take place fifteen (15) days after the delivery. He raised that the warranty period of the manufacturer starts from their acquisition of the goods.</p> <p><b>The End-User stated that they cannot order the inspectors in the project site. However, he assured them that there will be a proper documentation to reflect the timeline.</b></p> <p><b>Furthermore, the End-User clarified that the PTR will be issued to the supplier prior to their delivery to the project site. PTR is necessary for the End-User to receive the item.</b></p> <p><b>The Chairperson then asked the supplier to submit to the Procurement Service (PS) the request for inspection once all the documents for delivery is ready. This is for PS to coordinate immediately to the end-user representatives in the project site the conduct of delivery and inspection.</b></p>
<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>Submission of Demo Unit Page 70</p> <p>xxx</p> <p>The demo unit shall be the same brand and model being offered. The demo unit must be submitted to the Bids and Awards Committee - Technical Working Group (BAC-TWG) at the Procurement Service (PS) for evaluation within fifteen (15) calendar days from the receipt of Notice of Single/Lowest Calculated Bid (S/LCB) from the BAC. Alternatively, conduct of a demo in a site within Metro Manila of an existing unit with the same brand and model installed by the supplier is acceptable.</p> <p>xxx</p> <p>A supplier asked if the demo of the offered item will be conducted in the DOH.</p> <p><b>The Chairperson emphasized that the demo will be conducted in the PS.</b></p>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p><b>Engr. Cabueños reminded the prospective bidders to fill out the reference column of the Compliance with the Technical</b></p>

	<p><b>Specifications. Failure to do so may cause for the disqualification of their bid.</b></p> <p>xxx</p> <p><b>Lot No. 1: Collapsible LED Display</b>          Technical Specifications          Page 74</p> <p>xxx</p> <ul style="list-style-type: none"> <li>• Standard Panel              Weight / Panel (kgs): 9.5</li> </ul> <p>xxx</p> <p>The Chairperson wanted to know if the weight of the standard panel is fixed to 9.5 kgs.</p> <p><b>The End-User took note of this matter for clarification with their Technical Working Group (TWG).</b></p> <p><b>The Chairperson announced that clarification on this will be reflected on the bid bulletin.</b></p>
<p>BID FORMS</p>	<p><b>Engr. Cabueños stated that the bidder is required to sign each and every page of the Bid Form and failure to do so is a ground for disqualification.</b></p> <p><b>Moreover, he reminded the prospective bidders that the Schedule of Prices is an integral part of the Bid Form. Hence, the same must be signed by the company’s authorized representative in every page.</b></p> <p>xxx</p> <p><b>Moreover, Engr. Cabueños informed the prospective bidders that the Omnibus Sworn Statement requires ten (10) sworn statements; the tenth (10<sup>th</sup>) shall contain the updated and active contact details of the bidder. He likewise emphasized that the Bid Securing Declaration has three (3) declarations which shall be specific to the project.</b></p>

OTHER MATTERS	<p><b>The Vice Chairperson explained that should the bidder is a sole proprietor, he must prepare a Special Power of Attorney (SPA) authorizing his self to represent the company.</b></p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 12:00PM</p>
CERTIFICATION	<p>We certify that the foregoing is the true account of the <b>Pre-bid Conference</b> conducted on May 6, 2020.</p>
PREPARED BY	<p style="text-align: center;"><b>MS. ROSEMARIE N. ANDULAN</b> BAC SECRETARIAT</p>
CERTIFIED CORRECT	<p style="text-align: center;">(SGD) <b>ATTY. MICHELLE ANNE B. RECTO, LL.M.</b> Regular Member, Bids and Awards Committee V</p> <p style="text-align: center;">(SGD) <b>MR. JACK G. MERCADO</b> Vice Chairperson, Bids and Awards Committee V</p> <p style="text-align: center;">(SGD) <b>MR. WEBSTER M. LAUREÑANA</b> Chairperson, Bids and Awards Committee V</p>