



MINUTES OF MEETING

03 JULY 2020		10:30 AM	CONFERENCE ROOM A
MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X		
TYPE OF MEETING	PRE-BID CONFERENCE		
PROJECT	Supply, Delivery, Installation and Commissioning of Air-Conditioning System for the Bureau of Quarantine (BOQ)		
REFERENCE NO.	PB No. 20-020-5		
ATTENDEES	<p>Bids and Awards Committee X Engr. Jaime M. Navarrete, Jr Chairperson Engr. Antonio B. Hermida Vice-Chairperson Engr. John Paolo D. Alfonso PMOIC/Provisional Member</p> <p>End-user Representative/s: Engr. Corinthia Aguilay AdHoc Member</p> <p>BAC Secretariat Division Ms. Erica B. Santos Secretariat</p> <p>Technical Working Group Division Mr. Joseph D. De Sales TWG Member</p> <p>Bidders Mr. Jerry Gamil Aequus Enterprises Ms. Rosemarie Dela Cruz ACMI Office Systems Philippines Inc. Mr. Eugene Lozano Innovalite</p>		
CALL TO ORDER AND COMPLIANCE TO R.A. 9184	<p>The scheduled Pre-bid Conference started at 10:30 AM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>		
I. BID DOCUMENTS			
INVITATION TO BID	No further clarification.		



INSTRUCTIONS TO BIDDERS	No further clarification.
BID DATA SHEET	<p><i>Clause 12.1(a)(i)</i> <i>Class A Documents</i> <i>Page 40 to 41</i></p> <p>xxx c. Audited Financial Statement (AFS) for the year 2018 or 2019. xxx</p> <p><input type="checkbox"/> The Committee asked the prospective bidders if they can provide the 2018 AFS or the latest AFS, which is 2019. Representatives from Aequus Enterprises and ACMI Office Systems Philippines Incorporated manifested that they can submit the latest AFS. The Committee decided to require the submission of the latest AFS. All necessary changes will be reflected through the Supplemental Bid Bulletin.</p> <p><input type="checkbox"/> No further clarification with the bidders.</p> <p><i>Clause 29.2</i> <i>Post Qualification Documents</i> <i>Page 44</i></p> <p>xxx The following are required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <p>1. Income Tax Returns for year 2018 or 2019 (BIR Form 1701 or 1702) xxx</p> <p><input type="checkbox"/> The Committee asked the prospective bidders if they can provide the 2018 or the latest ITR, which is 2019. Representatives from Aequus Enterprises and ACMI Office Systems Philippines Incorporated mentioned that they can comply with the latest ITR. The Committee decided to require the submission of the latest ITR. All necessary changes will be reflected through the Supplemental Bid Bulletin.</p> <p><input type="checkbox"/> No further clarification with the bidders.</p> <p>xxx</p> <p>2. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the months of August, September, October, November, December of 2019, January, February and March 2020. xxx</p> <p><input type="checkbox"/> The Committee asked the prospective bidders if they can provide the VAT covering the months October, November, December 2019,</p>



January, February and March 2020. All three prospective bidders confirmed that they can provide the aforementioned documents. All necessary changes will be reflected through the Bid Bulletin.

- No further clarification with the bidders.

xxx

5. Valid PhilGEPS Certificate of Registration (Platinum Membership), if the bidder opted to submit the eligibility documents under the Certificate during opening of bids.

xxx

- The Committee emphasized that all documents included on Annex A of the Certificate must be updated.

- No further clarification with the bidders.

xxx

6. Notarized Supplier's Certificate of undertaking to submit the hereunder documents during the delivery:

A. User's Manual in English Language, Operational Manual and Service Manual.

B. Electrical Plan/Layout for Air-conditioning unit signed and sealed by a Professional Electrical Engineer attached with PRC ID

xxx

- Prospective bidders clarified if these documents are to be submitted during post-qualification. The Committee answered that documents A and B should be submitted during delivery, but during post-qualification, they are required to submit a notarized certificate of undertaking that they will provide these documents during delivery. The End-user also confirmed the correctness of the requirement.

- No further clarification with the bidders.

xxx

7. Bidder's Certificate that parts shall be available at the authorized Philippine service center/s for a period of five (5) years after the warranty period.

xxx

- Representative from Aequus clarified to the Committee if their company should be an authorized service center to comply with this requirement. The Committee answered that this requirement does not pertain to the bidder's company. This just shows that the bidder's offer has its parts available on certain authorized Philippine service centers.

- No further clarification with the bidders.

xxx



	<p>10. Certification of Authorized Distributorship/Resellership from the Manufacturer xxx</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prospective bidder from ACMI raised questions about the difficulty in obtaining the said certification. The Committee mentioned that this certification is required to prove that they are authorized distributors or resellers of the manufacturer. In addition, since all items are not required to be only one (1) brand, every item brand should be supported with a certificate of distributorship or resellership from its respective manufacturer. <input type="checkbox"/> No further clarification with the bidders.
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>No further clarification.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p><i>Clause 1.1(k)</i> <i>Project Sites</i> <i>Page 64</i></p> <p>xxx The Project Sites are: Bureau of Quarantine Main Building 25th and A.C. Delgado St. Port Area, Manila</p> <p>and</p> <p>Bureau of Quarantine NAIA Terminal I Building xxx</p> <ul style="list-style-type: none"> <input type="checkbox"/> The End-user mentioned that two (2) units will be delivered to BOQ NAIA Terminal I Building. <input type="checkbox"/> No further clarification with the bidders.
<p>SCHEDULE OF REQUIREMENTS</p>	<p>No further clarification.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Prospective bidders asked if it is possible to offer multiple brands. The Committee answered in the affirmative emphasizing that as long as it complies with the technical specification. The End-user also supported the answer of the Committee. <p><i>Technical Specification Form for Item No. 1</i> <i>Page 74</i></p> <p>xxx</p>



Lot No. **Item No.** 1: Window Type Air Conditioning Inverter 2.0 HP
xxx

- Representative from Aequus Enterprise asked if the Refrigerant R410A can be replaced with R-32. He mentioned that R-32 is one of the latest refrigerants that have also lower GWP (Global Warming Potential). The Committee took note of the query and will be clarified with the End-user.
- In addition, Aequus inquired if the plan/layout for Airconditioning unit can be signed and sealed by a Mechanical Engineer, instead of an Electrical Engineer. He mentioned that normally, if the plan/layout is for the Airconditioning unit, the Mechanical Engineer is the one responsible for that. The Committee took note of the query and will be clarified with the End-user.
- Aequus asked for the scope of the installation of the units. The Committee took note of the query and will be clarified with the End-user.

Technical Specification Form for Item No. 2
Page 76

xxx

Lot No. **Item No.** 2: Floor Mounted, Inverter Type Air Conditioning 5.0 TR
xxx

Technical Specification Form for Item No. 3
Page 78

xxx

Lot No. **Item No.** 3: Floor Mounted, Inverter Type Air Conditioning 5.0 TR
xxx

- Representative from Aequus inquired if the cooling can exceed the indicated maximum British thermal unit per hour (BTU/hr). The Committee answered that it must not exceed the maximum BTU/h since this is in line with the Energy Efficiency Ratio (EER) to comply with the Green Public Procurement.

Technical Specification Form for Item No. 4
Page 80

xxx

Lot No. **Item No.** 4: Ceiling Mounted, Split Type Air Conditioning 3.0 TR
xxx

Technical Specification Form for Item No. 5
Page 82

xxx

Lot No. **Item No.** 5: Floor Mounted, Inverter Type Air Conditioning 3.0



	<p>TR xxx</p> <p><i>Technical Specification Form for Item No. 6 Page 84</i></p> <p>xxx Lot No. Item No. 6: Wall Mounted, Split Type Air Conditioning 2.5 HP with remote control xxx</p> <p><input type="checkbox"/> The Committee reminded the prospective bidders that they should use the new Technical Specifications Form once the Supplemental Bid Bulletin is issued.</p>
TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	<p><i>Bid Form Page 88</i></p> <p><input type="checkbox"/> The Committee emphasized that the basis for the lowest calculated bid is based on the total lot bid price of every bidder.</p>
II. TIMELINE	
POSTING IN PHILGEPS	June 10, 2020
PREBID CONFERENCE	July 03, 2020, 10:30 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	July 10, 2020
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	July 17, 2020, 10:30 AM
III. OTHER DISCUSSIONS	
OTHER MATTERS	THE END-USER SUGGESTED TO THE PROSPECTIVE BIDDERS TO CONDUCT SITE VISIT AND OCULAR INSPECTION. THE COMMITTEE ASKED FOR THE CONTACT DETAILS FOR THE SITE VISIT.
ADJOURNMENT	HAVING NO OTHER MATTERS FOR DISCUSSION, THE MEETING WAS ADJOURNED AT 12:00 NN.
CERTIFICATION	WE CERTIFY THAT THE FOREGOING IS THE TRUE ACCOUNT OF PRE-BID CONFERENCE CONDUCTED ON 03 JULY 2020.



PREPARED BY	BAC Secretariat Division: <p style="text-align: center;">SGD MS. ERICA B. SANTOS Secretariat</p>						
CERTIFIED CORRECT	Bids and Awards Committee X: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">SGD ENGR. CORINTHIA AGUILAY AdHoc Member</td> <td style="width: 50%; text-align: center;">SGD ENGR. JOHN PAOLO D. ALFONSO Provisional Member / PMOIC</td> </tr> <tr> <td style="text-align: center;">ON OFFICIAL BUSINESS ATTY. EARVIN JAY ALPARAQUE Regular Member</td> <td style="text-align: center;">SGD ENGR. ANTONIO B. HERMIDA Vice-Chairperson</td> </tr> <tr> <td colspan="2" style="text-align: center;">SGD ENGR. JAIME M. NAVARRETE, JR Chairperson</td> </tr> </table>	SGD ENGR. CORINTHIA AGUILAY AdHoc Member	SGD ENGR. JOHN PAOLO D. ALFONSO Provisional Member / PMOIC	ON OFFICIAL BUSINESS ATTY. EARVIN JAY ALPARAQUE Regular Member	SGD ENGR. ANTONIO B. HERMIDA Vice-Chairperson	SGD ENGR. JAIME M. NAVARRETE, JR Chairperson	
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Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.