

# MINUTES OF MEETING

Friday, 20 November 2020	10:00 AM	Conference Room B / Via Google Meet
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<b>MEETING CALLED BY</b>	<b>Bids and Awards Committee I</b>																				
<b>TYPE OF MEETING</b>	<b>Pre-Bid Conference</b>																				
<b>PROJECT</b>	<b>Supply and Delivery of Paper, Multicopy, A4 for the Procurement Service (PS)</b>																				
<b>REFERENCE</b>	<b>PB No. 20-046-1</b>																				
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee I</b></p> <table> <tr> <td>Mr. Dickson Pantí</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Nicole John Cabueños</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Mr. James Gabilo</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Ana Zosith A. Cañares</td> <td>Ad Hoc Representative</td> </tr> </table> <p><b>Procurement Division V</b></p> <table> <tr> <td>Paul Armand A. Estrada*</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Erica B. Santos</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Ma. Angelica M. Hui</td> <td>Secretariat</td> </tr> </table> <p><b>Procurement Division IX</b></p> <table> <tr> <td>Mr. Jade Edwin Apin*</td> <td>Technical Working Group</td> </tr> </table> <p><b>Bidders:</b></p> <table> <tr> <td>Mr. Ressoreccion Derramas</td> <td>Triplex Enterprise</td> </tr> <tr> <td>Mr. Illuminado De Castro</td> <td>Advance Paper Corp.</td> </tr> </table> <p>*Attended through Google Meet</p>	Mr. Dickson Pantí	Chairperson	Engr. Nicole John Cabueños	Vice-Chairperson	Mr. James Gabilo	Provisional Member	Ms. Ana Zosith A. Cañares	Ad Hoc Representative	Paul Armand A. Estrada*	Secretariat	Ms. Erica B. Santos	Secretariat	Ms. Ma. Angelica M. Hui	Secretariat	Mr. Jade Edwin Apin*	Technical Working Group	Mr. Ressoreccion Derramas	Triplex Enterprise	Mr. Illuminado De Castro	Advance Paper Corp.
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<b>CALL TO ORDER</b>	The scheduled Pre-Bid Conference started at 11:45 AM presided by the Chairperson.																				
<b>COMPLIANCE TO R.A. 9184</b>	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established the quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.																				

## DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	No further clarification.
INSTRUCTION TO BIDDERS	<p>Page 16 Clause 14: Bid Security</p> <p>xxx 14.1. The Bid and bid security shall be valid until <b>26 March 2020</b> (120 calendar days from the opening of bids). Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive. xxx</p> <ul style="list-style-type: none"> <li>The Committee will amend the validity date of Bid Security due to typographical error. Amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.</li> </ul>
BID DATA SHEET	<ul style="list-style-type: none"> <li>Provisions on the Bid Data Sheet were presented. No further clarifications with the bidders.</li> </ul>
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	<p>Page 30 Clause 4: Inspection and tests</p> <p>xxx The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications. A visual comparison will be made with the approved sample for purposes of consistency in the physical appearance and color. xxx <b>Additional quantity for every batch of delivery for acceptance test</b> xxx <b>Three (3) reams</b> xxx</p> <ul style="list-style-type: none"> <li>The Committee emphasized that the requirement for every batch of delivery is three (3) reams. Further, they clarified that the additional reams will be different from the batches of deliveries.</li> <li>The bidders requested to amend the requirement to one (1) ream because there is a cost implication on the additional requirement.</li> <li>The Committee took note of the request. For further verification and validation with the Inspection Division. Any amendments will be reflected</li> </ul>

	upon the issuance of the Supplemental Bid Bulletin.
<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>Page 33 SUBMISSION OF SAMPLES/DEMO UNITS</p> <p>xxx <del>Three (3) reams</del> <b>Five (5) reams</b> and one (1) piece packaging box as required in the Technical Specifications xxx</p> <ul style="list-style-type: none"> <li>The Committee will amend the quantity of the submission of sample provision due to typographical error. Amendments will be reflected upon the issuance of the Supplemental Bid Bulletin.</li> </ul>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p>Page 38 Additional Requirement on Packaging and Marking/Labeling Based on TSRC Resolution No. TSRC 19-005</p> <p>xxx <b>PACKAGING:</b></p> <p><b>On each pack or box or ream or item,</b> the following should be legibly imprinted or stickered with non-removable or permanent sticker or label that is binding and with residue and tearing. If removed: xxx</p> <ul style="list-style-type: none"> <li>The bidders requested to clarify the packaging requirement for the project. They emphasized that packaging may have some cost implication in their bid. Further, they requested to have the markings per box of the item.</li> <li>➤ The Committee took note of the request and clarification subject for discussion with the Technical Specification Review Committee (TSRC). Clarifications will be reflected upon the issuance of the Supplemental Bid Bulletin.</li> </ul>
<p><b>BID FORMS</b></p>	<p>Pages 42-45 Bid Form</p> <ul style="list-style-type: none"> <li>➤ The Committee highlighted with the bidders to use the Bid Form and the Schedule of Prices.</li> <li>The Representative from Advance Paper Corp. requested to clarify with the Committee the requirement under the Schedule of Requirement – Country of Origin. As manufacturer, they convert the rolls of raw material into required cut size papers.</li> <li>➤ The Committee clarified that the country of origin can be determined where the final finish product was produce. Raw materials cannot be considered as final product.</li> </ul>

	<p>Pages 46-48 Omnibus Sworn Statement</p> <ul style="list-style-type: none"> <li>➤ The Committee emphasized to use the new Omnibus Sworn Statement contains eleven (11) clauses. Following the latest version of the bidding documents, the Committee encourages the bidders to use the prescribed forms.</li> <li>• The bidders replied in the affirmative.</li> </ul>
<b>III. OTHER MATTERS</b>	
<b>OTHER MATTERS</b>	<ul style="list-style-type: none"> <li>➤ The Committee reminded the bidders to submit a clarification letter for better understanding.</li> <li>• The Representative from Triplex requested if they can use the proof of purchase of the bidding document from the previous project.</li> <li>➤ The Secretariat clarified that this is a different undertaking. The previous project was declared as a failure of bidding and therefore, the purchase was considered as consummated. It was advised to the bidders to purchase again the bidding document to avoid technicality in participating in the project.</li> <li>➤ Due to the current PhilGEPS Modernization program the posting of the project has different appearance. However, the Committee encourages the bidders to check with the PS Website for any update on the project. Bidders also requested for the committee to email or call the bidders of the bidding schedules since they are having a hard time locating it in the PhilGEPS or PS website.</li> <li>➤ The Single Year Framework Agreement together with other forms and part of the Bidding Documents were also discussed by the Committee.</li> </ul>
<b>CERTIFICATION</b>	<p>We certify that the foregoing is the true account of the Prebid Conference conducted on November 20, 2020.</p>
<b>ADJOURNMENT</b>	<p>Having no other matters for discussion, the meeting was adjourned at 12:30 PM.</p>
<b>PREPARED BY</b>	<p>Procurement Division V</p> <p style="text-align: center;">SGD <b>PAUL ARMAND A. ESTRADA</b> BAC - Secretariat</p> <p style="text-align: center;">SGD <b>MA. ANGELICA M. HUI</b> BAC - Secretariat</p>

SGD  
**ERICA B. SANTOS**  
BAC - Secretariat

SGD  
**JADE EDWIN APIN**  
Technical Working Group

Bids and Awards Committee 1:

SGD  
**ANA ZOSITH A. CAÑARES**  
Ad Hoc Representative

SGD  
**JAMES GABILO**  
Provisional Member

ON OFFICIAL BUSINESS  
**ATTY. EARVIN JAY I. ALPARAQUE**  
Regular Member

SGD  
**ENGR. NICOLE JOHN D. CABUEÑOS**  
Vice Chairperson

SGD  
**DICKSON T. PANTI**  
Chairperson

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