



MINUTES OF MEETING

Wednesday, January 15, 2020	10:00 AM	EXECUTIVE LOUNGE
-----------------------------	----------	------------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X
TYPE OF MEETING	PRE-BID CONFERENCE
PROJECT	SUPPLY AND DELIVERY OF CALCULATOR, COMPACT FOR THE PROCUREMENT SERVICE (PS)
REFERENCE NO.	PB 20-002-10
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE X Mr. Wesbter M. Laureñana Vice-Chairperson Ms. Jennifer M. Ancheta Provisional Member / PMO-in-Charge Ms. Rodevie L. Cruz Ad Hoc Representative, PS</p> <p>PROCUREMENT DIVISION X Mr. Jack G. Mercado Member Ms. Maricel R. Vergel De Dios TWG-in-Charge Ms. Barby Ann M. Villamor Secretariat</p> <p>BIDDER/S Mr. Orlando Limbauan Nikka Trading Mr. Paolo Enricoh P. Yalong West Heaven Trading Corp. Mr. Ivan Jose P. Yalong West Heaven Trading Corp. Ms. Chi Calugas Solid Business Machine Inc. Ms. Maeah Airocel Isidro Center Point Sales and Trading Inc. Mr. Bernie Buenosedá MASAT, Inc. Mr. Carlo Bondoc MASAT, Inc. Mr. Rafa Sunga MASAT, Inc.</p>
CALL OF ORDER	<ul style="list-style-type: none">• The scheduled Pre-Bid Conference started at 10:40 AM with the Vice Chairperson presiding.• The Vice Chairperson acknowledged the presence of the attendees.• Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the Chairperson stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference.• Having established the required quorum, the BAC Secretariat proceeded with abovementioned activity.

- The Vice Chairperson explained to the prospective bidders that the pre-bid conference is consist of two (2) presentation, first part of which will be the discussion of the eligibility and technical documents that will be submitted during the opening of bids, while the second part will be the discussion of the delivery schedule and technical specifications.
- The Vice Chairperson asked the prospective bidders if they agreed to shorten the presentation and proceed with the discussion of the essential parts of the bidding document since they are already familiar of the government procurement. The bidders acknowledged it.
- The Vice Chairperson instructed the BAC Secretariat to proceed the discussion in the essential parts of the bidding document.
- As instructed by the Vice Chairperson the BAC Secretariat proceeded with the discussion of the contents of First and Second envelope as follows:
 - **Contents of First Envelope:**
 - Authority of Signatory
 - PhilGEPS Certificate
 - Statement of Single Largest Completed Contract
 - Statement of all on-going contracts and awarded but not yet started contracts
 - NFCC or Credit Line
 - JVA if applicable
 - Bid Security
 - Statement of Compliance with the Delivery Schedule
 - Statement of Compliance with the Technical Specifications
 - Bidder's Omnibus Sworn Statement
- The Representative from MASAT Inc. clarified that in case the Mayor's permit is not updated in the PhilGEPS Certificate of Registration was it allowed to submit the updated Mayor's Permit during opening of bids. The Vice Chairperson explained that they may refer to BDS Clause 12.1 (a) (i) which stated that:

"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.

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:

- a. Business registration;
- b. 2020 Mayor's Permit or 2019 Mayor's Permit accompanied with proof of Application/Receipt for 2020 Mayor's Permit Renewal
- c. 2018 Audited Financial Statement;
- d. Valid and Current Tax Clearance;
- e. PCAB License, if applicable

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."

- The Vice Chairperson reminded all the prospective bidders that absence of the proof of application for 2020 Mayor's Permit Renewal will render their proposal as ineligible.
- Having no clarifications from the prospective bidders the BAC Secretariat proceeded with the discussion. The BAC Seretariat stated that prospective bidders may refer to BDS Clause 5.4 for the definition of similar contracts.

*"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%) of the ABC for Lot 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.***

The DBM PS-BAC shall consider the submissions of the bidder under ITB Clause 12.1a (ii.9) in relation to BDS Clause 12.1(a)(ii) in the determination of the bidder's completed largest single contract."

- The BAC Secretariat stated that the Similar Contract falls under the category of "Office Equipment".
- The Representative from MASAT, Inc. clarified if Office devices such as Staplers and the similar would be consider as similar contract. The Vice Chairperson responded that the Office Device is a separate category.
- They also clarified if Ipad/s is considered as similar contract. The Vice Chairperson responded that it falls under the category of IT Products.
- The Representative from Solid Business Machine Inc. requested that instead of single contract they will be allowed to submit an aggregate contracts. The Vice Chairperson responded that this request will be subject for discussion with the members of the BAC.
- Having no clarifications from the prospective bidders the BAC Secretariat proceeded with the discussion.
- The BAC Secretariat also mentioned the contents under BDS Clause 12.1 (a) (ii) which states that:

xxx

Bidders shall submit separate statements for: (1) single largest similar completed contract/s; similar to the contract to be bid and (2) all on-going contracts and awarded but not yet started contracts.

Attached as Annexes "C" and "C-1" in Section VIII. Bidding Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms."

- The BAC Secretariat presented the following forms and amounts for the bid security under BDS Clause 18.1. The prospective bidders may refer to Annex H for the "Bid Securing Declaration".
- The Propective bidders must submit an Omnibus Sworn Statement attached as "Annex B" in Section VIII. Bidding Forms. The BAC Secretariat reminded them that under declaration no. 10, they must provide a correct and updated contact details because all notice/s transmitted in any of the email address and fax numbers provided are deemed received as of its transmittal.
 - **Contents of Second Envelope:**
 - Financial Bid Form – Annex A
- The Vice Chairperson reminded the prospective bidders that the computation for the unit price and the total price must be correct to avoid any further issues.
- Having no clarifications from the prospective bidders the BAC Secretariat proceeded with the discussion.
- The BAC Secretariat mentioned that after the opening of bids the BAC will issue a Notice declaring bid as Single/Lowest Calculated Bid and requiring them to submit a Post Qualification Requirement as stated under BDS Clause 29.2.
- The Vice Chairperson reminded the prospective bidders of the following documents that required to be notarized:
 - a. Omnibus Sworn Statement
 - b. Bid Securing Declaration (if bidder opt to submit as Bid Security)
 - c. Secretary's Certificate or Special Power of Attorney
- The BAC Secretariat also presented the common reasons for disqualification observed during opening of bids and submission of Post Qualification Requirements.
- Having no clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the Delivery Schedule and the Technical Specifications.
- The TWG-in-Charge presented the delivery schedule of the project to the prospective bidders. He reminded the bidders that they must fill up the necessary details such as Name of the Company, Signature over Printed Name of Authorized Representative and the date executed.
- He also mentioned that bidders are required to submit to the BAC X one (1) unit of Calculator, Compact as a sample/demo unit on or before the deadline of bid submission. The TWG-in-Charge clarified that the bidder may opt to submit the

sample/demo unit directly to the Procurement Division thru it's Secretariat.

- The Representative from MASAT Inc. clarified if the sample/demo unit may be submitted without box. The Vice Chairperson emphasized that the sample/demo unit to be submitted shall be compliant to the Technical Specification stipulated in Section VII of the bidding documents.
- The TWG-in-Charge explained the Minimum Labelling Requirement under Consumer Act of the Phil (RA 7394) to the prospective bidders.
- The TWG-in-Charge presented to the prospective bidders the Technical Specifications of Calculator, Compact. He emphasized to the prospective bidders that they must indicate the brand and model being offered and write comply as the bidder's statement of compliance. In the absence of the word comply will be subject to disqualification of bids.
- The TWG-in-Charge reminded the bidders that they must fill up the necessary details in the prescribe form such as Name of the Company, Signature over Printed Name of Authorized Representative and the date executed.
- The prospective bidders clarified if the CE Marking must be engraved to the item or ordinary marking will do and where must be the CE Marking will be placed. The Vice Chairperson responded that there is no specific requirement for the CE Marking, however this will be subject for clarification with the Technical Specifications Review Committee to where the CE Marking could be seen and if it should be engraved, embossed or printed on the item.
- The Representative from West Heaven Trading Corp. clarified if the CE Certification must be submitted during Opening of Bids or during Post Qualification. The Vice Chairperson responded that the Certification must be submitted during Opening of Bids. They also questioned that ISO 9001:2008 is already outdated, what is currently issued to the manufacturer is the ISO 9001:2015. The Vice Chairperson responded that this will be subject for discussion with the BAC Members.
- The Representative from Solid Business Machine Inc. clarified if the CE Certification from the Manufacturer must indicate the brand and model of the unit. The Vice Chairperson took note of the clarification of the prospective bidder and will be subject for discussion with the BAC.
- The Vice Chairperson reiterate that the CE Certification must come from the Manufacturer.
- The BAC X reminded the bidders that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided.

ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 11: 28 AM. 						
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Wednesday, January 15, 2020. 						
PREPARED BY	<p style="text-align: center;">SGD BARBY ANN M. VILLAMOR Secretariat</p>						
CERTIFIED CORRECT	<p>BIDS AND AWARDS COMMITTEE X:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>SGD RODEVIE L. CRUZ Ad Hoc Representative, PS</p> </td> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>SGD JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p> </td> <td style="text-align: center; vertical-align: top;"> <p>SGD WEBSTER M. LAUREÑANA Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p><i>-not present-</i> ENGR. PABLO ROMAN C. ANDRES Chairperson</p> </td> </tr> </table>	<p>SGD RODEVIE L. CRUZ Ad Hoc Representative, PS</p>	<p>SGD JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p>	<p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>SGD WEBSTER M. LAUREÑANA Vice-Chairperson</p>	<p><i>-not present-</i> ENGR. PABLO ROMAN C. ANDRES Chairperson</p>	
<p>SGD RODEVIE L. CRUZ Ad Hoc Representative, PS</p>	<p>SGD JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p>						
<p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>SGD WEBSTER M. LAUREÑANA Vice-Chairperson</p>						
<p><i>-not present-</i> ENGR. PABLO ROMAN C. ANDRES Chairperson</p>							