

- The 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 Chairperson instructed the BAC Secretariat to proceed the discussion in the essential parts of the bidding document.
- As instructed by the 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 BAC Secretariat proceeded with the discussion of the essential parts of the bidding document as follows:
 - **BDS Clause Clause 5.4**

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. 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.

xxx
 - **BDS Clause 12.1 (a) (ii)**

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.

➤ **BDS Clause 12.1 (a) (i)**

xxx

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

xxx

➤ **Net Financial Contracting Capacity (NFCC)**

The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC),calculated as follows:

$$\frac{[(\text{Current Assets} - \text{Current Liabilities}) \times 15]}{[\text{Value of all outstanding contracts}]}$$

➤ **Joint Venture Agreement**

The prospective bidder must fill up and submit the Joint Venture Agreement attached as "Annex E" in Section VIII. Bidding Forms.

The prospective bidder clarified if it is allowed to submit the SLCC of the co-parties in the Joint Venture.

The Chaiperson confirmed that it is allowed as long as the Class A documents such as Business Registration, Mayors Permit , etc. of both parties are updated.

➤ **Bid Security**

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".

➤ **Omnibus Sworn Statement**

The BAC Secretariat stated that prospective bidders must fill up the form

	<p>attached as Annex B in Section VIII. Bidding Forms. She also reminded the prospective bidder that the details under declaration no. 10 must be active and correct because all notice/s transmitted in any of the contact details provided are deemed received as of its transmittal.</p> <ul style="list-style-type: none"> ➤ Post Qualification Requirements After Opening of Bids, bidder's bids declared as the Single/Lowest Claulated Bid will receive a notice requiring them to submit the post qualification requirements stated under BDS Clause 29.2. <ul style="list-style-type: none"> • Having no clarification from the prospective bidder the TWG-in-Charge proceeded with the discussion of the Delivery Schedule and Technical Specifications. <ul style="list-style-type: none"> ➤ Section VI. Schedule of Requirements The TWG-in-Charge presented the delivery the schedule of the project to the prospective bidders. She 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. <p>She also mentioned that the bidder are required to submit to the BAC X two (2) boxes of Chalk, White Enamel as a sample/demo unit on or before the deadline of bid submission. The TWG-in-Charge emphasized that the sample/demo unit to be submitted shall compliant to the Technical Specification stipulated in Section VII of the bidding documents.</p> ➤ Section VII. Technical Specifications The TWG-in-Charge presented to the prospective bidders the Technical Specifications of Digital Voice Recorder. 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. <p>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.</p> <p>The TWG-in-Charge also mentioned the Minimum Labelling Requirements under Consumer Act of the Phi. (RA 7394).</p> <ul style="list-style-type: none"> • 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 10:56 AM.
CERTIFICATION	<ul style="list-style-type: none"> • We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Thursday, January 16, 2020.

<p>PREPARED BY</p>	<p style="text-align: center;">SGD BARBY ANN M. VILLAMOR Secretariat</p>				
<p>CERTIFIED CORRECT</p>	<p>BIDS AND AWARDS COMMITTEE X:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p> <p><i>-not present-</i> WEBSTER M. LAUREÑANA Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>SGD ENGR. PABLO ROMAN C. ANDRES Chairperson</p> </td> </tr> </table>	<p>SGD RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>SGD JENNIFER M. ANCHETA Provisional Member / PMO-in-Charge</p> <p><i>-not present-</i> WEBSTER M. LAUREÑANA Vice-Chairperson</p>	<p>SGD ENGR. PABLO ROMAN C. ANDRES Chairperson</p>	
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