



## MINUTES OF MEETING

Friday, September 04, 2020		10:00AM	PS CONFERENCE ROOM A
MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 1		
TYPE OF MEETING	PRE-BID CONFERENCE		
PROJECT	Supply and Delivery of Paper, Multicopy, Legal size for the Procurement Service (Framework Agreement)		
REFERENCE NO.	PB No. 20-027-1		
ATTENDEES	BIDS AND AWARDS COMMITTEE 1		
	MR. DICKSON T. PANTI*	Chairperson	
	ENGR. NICOLE JOHN D. CABUEÑOS	Vice-Chairperson	
	ATTY. EARVIN JAY I. ALPARAQUE*	Regular Member	
	MR. JAMES F. GABILO*	Provisional Member, PMOIC	
	MS. ANA ZOSITH A. CAÑARES	Ad Hoc Member	
	TECHNICAL WORKING GROUP		
	MR. VIC ANTHONY A. TUBON	TWG Representative	
	PROCUREMENT DIVISION I		
	MS. SHARON Y. BAILE*	OIC-Division Chief	
	PROCUREMENT DIVISION IV		
	MR. JOSEPH CONRAD D. DUEÑAS*	Division Chief	
	MS. ROWENA R. INOCENTES*	Secretariat	
	MS. JULIE U. GUIMBUAYAN	Secretariat	
	BIDDER/S:		
	MS. JOYCE ANDREA GUANZON*	Integrated Computer Systems, Inc. (ICS)	
	* present via Google Meet		

CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>10:15AM</b> with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees who attended physically and those on video conference via Google Meet and the required quorum has been established.</li> <li>3. Invitation to Observers was sent within the prescribed period, but none confirmed attendance to the activity.</li> <li>4. The Secretariat presented the general requirements for the government procurement.</li> </ol>
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## DISCUSSIONS

### I. BID DOCUMENTS

INVITATION TO BID	NO DISCUSSION
INSTRUCTIONS TO BIDDERS	NO DISCUSSION
BID DATA SHEET	<p>Clause 29.2 Page 44 xxx</p> <ul style="list-style-type: none"> <li>• 2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M). For this requirement, it is considered as latest return when filed within the last two (2) months before the deadline of the submission of bids. Covering the months <b>February to July 2020</b>.</li> <li>3. xxx</li> <li>4. xxx</li> <li>5. Updated PhilGEPS Certificate of Registration (Platinum Membership), in the event that the PhilGEPS Certificate and the annexes submitted during Opening of Bids is not updated.</li> </ul> <p><b>Bidders with overdue deliveries as of the date of opening of bids are not allowed to participate in the bidding for same items.</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>○ <i>The Secretariat updated the presentation of the latest bid documents showing the specific months for the VAT submission;</i></li> <li>○ <i>The TWG seconded the motion that specifying the month of VAT requirement will be easier to understand by the potential bidder.</i></li> </ul>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION

SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION								
SCHEDULE OF REQUIREMENTS	Page 72 xxx								
	<b>SUBMISSION OF SAMPLES/DEMO UNITS</b>								
	All bidders shall submit the following samples/demo units <u>on or before the deadline of bid submission</u> for evaluation and testing purposes:								
	<table><tr><th>Lot No.</th><th>Item/Description</th><th>REQUIREMENTS</th><th>TESTING CENTER &amp; TESTING FEE</th></tr><tr><td>1</td><td><b>PAPER, MULTICOPY, 80gsm min., Size: Legal, 216mm x 330mm, conforms with Section VII. Technical Specifications required under this bidding documents</b></td><td>Five (5) reams and one (1) piece packaging box as required in the Technical Specifications</td><td>In-house Testing and Forest Product Research &amp; Development Institute (FPRDI)  <b>Testing Fee: ₱ 5,170.00 each*</b></td></tr></table>	Lot No.	Item/Description	REQUIREMENTS	TESTING CENTER & TESTING FEE	1	<b>PAPER, MULTICOPY, 80gsm min., Size: Legal, 216mm x 330mm, conforms with Section VII. Technical Specifications required under this bidding documents</b>	Five (5) reams and one (1) piece packaging box as required in the Technical Specifications	In-house Testing and Forest Product Research & Development Institute (FPRDI)  <b>Testing Fee: ₱ 5,170.00 each*</b>
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<b>* Testing Fee includes tests using new testing equipment, based on updated Prescribed Fee from FPRDI.</b>									
xxx									
	<ul style="list-style-type: none"><li>➤ ICS Representative, Ms. Guanzon asked on the testing fee of Php 5,170.00, if it is for “each” ream or for the whole five (5) reams;</li><li>○ <i>The TWG Representative clarified that the five (5) reams will be the required sample to be submitted on or before the bid opening and that includes the sample requirement of FPRDI. Testing Fee of Php 5,170 covers all the testing to be conducted by the said testing center.</i></li></ul>								
TECHNICAL SPECIFICATIONS	NO DISCUSSION								
BIDDING FORMS	Price Schedule Page 81-82								
	<ul style="list-style-type: none"><li>○ <i>The TWG emphasized the price schedule form/s re: For Goods Offered From Abroad or For Goods Offered From Within the Philippines (whichever is applicable) that should be submitted together with the Financial Bid Form.</i></li></ul>								
	Performance Securing Declaration (PSD) Page 101-102								

	<ul style="list-style-type: none"> <li>○ <i>The Chairperson manifested the additional form or another option for the Performance Security wherein the winning bidder may submit the signed and notarized PSD instead of Cash or Manager's Check.</i></li> </ul>
<b>II. OTHER DISCUSSIONS</b>	
<b>OTHER MATTERS</b>	<ol style="list-style-type: none"> <li>1. The TWG Representative emphasized the following: <ul style="list-style-type: none"> <li>• PhilGEPS Certificate <ul style="list-style-type: none"> <li>- It must be valid, current and updated.</li> <li>- The bidder may opt to submit the individual and enumerated eligibility documents (long form) in lieu of the PhilGEPS Certificate of Registration (Platinum Membership) during opening of bids. However the valid, current and updated PhilGEPS Certificate shall be submitted as part of <u>post-qualification documents</u> during post-qualification stage.</li> </ul> </li> <li>• No. 10<sup>th</sup> statement under the Omnibus Sworn Statement <ul style="list-style-type: none"> <li>- Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10<sup>th</sup> statement and are deemed received as its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.</li> </ul> </li> </ul> </li> <li>2. The Chairperson manifested that the Framework Agreement is the same with Competitive Bidding using a single stage, two-envelope procedure as prescribed in Sections 23 and 25 of RA 9184 and its revised IRR.</li> <li>3. The Chairperson emphasized that the Framework Agreement (FA) shall automatically terminate under any of the following conditions: <ol style="list-style-type: none"> <li>a) When the total maximum quantity specified in the FA has been exhausted; or</li> <li>b) When the specified contract duration of the FA has expired.</li> </ol> </li> <li>4. ICS Representative asked to be clarified on the following: <ul style="list-style-type: none"> <li>○ Will FA contract arrangement be used across all of the common-use items to be procured by the Procurement Service?</li> <li>○ The Chairperson manifested that no declaration yet if FA shall be used for all the common-use and it depends on the findings of the Procurement Planning on what is the best procurement method, subject for approval of the Head of the Procuring Entity (HoPE).</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>○ Determination of LCRB in a Framework Agreement?</li> <li>○ The Chairperson clarified the above query as follows:  For single-year Framework Agreement – if the FA is for the duration of one (1) year, outright determination of the LCRB shall be conducted by the BAC and the recommendation to enter into a FA with the LCRB shall be submitted to the HoPE. Upon receipt of the BAC recommendation, the HoPE shall award the option contract in the form of a Notice to Execute Framework Agreement to the bidder with the LCRB.  For the multi-year Framework Agreement – when the FA is for the duration two (2) to three (3) years, the bidders shall make initial submission of their eligibility requirements and financial bid offer and the BAC shall make an initial determination of the eligibility and the compliance of bidders with the technical and financial aspects of the project. The BAC shall then recommend the execution of the FA among the eligible, technically and financially compliant bidders and the procuring entity. The HoPE shall then issue a Notice to Execute a Framework Agreement to all complying bidders. <b>The determination of the LCRB shall not be performed by the BAC until a Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCRB.</b></li> <li>○ The main difference of Framework Agreement from Ordering Agreement?</li> <li>○ The Chairperson manifested that he might not cite all the differences and suggested to Ms. Guanzon to check the GPPB Guidelines. Nevertheless, he intends to do a comparison between the two for the said purpose.</li> </ul> <p>5. The matrix of schedule of bidding activities was presented and reiterated that should the bidder/s have additional queries, the same shall be in writing and last day of written clarifications will be on September 08, 2020.</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>11:45 AM</b>

<b>CERTIFICATION</b>	We certify that the foregoing is a true account of <b>Pre-bid Conference</b> conducted on Friday, September 4, 2020.
<b>PREPARED BY:</b>	<p style="text-align: center;"><b>SGD</b> <b>MS. ROWENA R. INOCENTES</b> Secretariat</p> <p style="text-align: center;"><b>SGD</b> <b>MS. JULIE U. GUIMBUAYAN</b> Secretariat</p>
<b>REVIEWED BY:</b>	<p style="text-align: center;"><b>SGD</b> <b>MR. JOSEPH CONRAD D. DUEÑAS</b> Division Chief, PD IV</p>
<b>CERTIFIED CORRECT</b>	<p><b>The Bids and Awards Committee 1:</b></p> <p style="text-align: center;"><b>SGD</b> <b>MR. JAMES F. GABILO</b> Provisional Member (PMOIC)</p> <p style="text-align: center;"><b>SGD</b> <b>MS. ANA ZOSITH A. CAÑARES</b> Ad Hoc Member</p> <p style="text-align: center;"><b>SGD</b> <b>ATTY. EARVIN JAY I. ALPARAQUE</b> Regular Member</p> <p style="text-align: center;"><b>SGD</b> <b>MR. NICOLE JOHN D. CABUEÑOS</b> Vice Chairperson</p> <p style="text-align: center;"><b>SGD</b> <b>MR. DICKSON T. PANTI</b> Chairperson</p>

*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.*