



MINUTES OF MEETING

Friday, January 29, 2021	10:00 AM	Conference Room A / Via Google Meet
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MEETING CALLED BY	Bids and Awards Committee 2
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Various Dry Cell for the Procurement Service (PS)
REFERENCE	PB21-006-2
ATTENDEES	<p>Bids and Awards Committee II Mr. Paul Jasper V. De Guzman Chairperson Ms. Sharon Baile Vice-Chairperson Ms. Jessica Gapuz Provisional Member Ms. Jennelyn Sabarez* Ad Hoc Representative</p> <p>Procurement Division V Mr. Paul Armand A. Estrada Secretariat</p> <p>Procurement Division VII Mr. Jade Edwin Apin TWG</p> <p>Bidders: Mr. Albert Tanquintic GTK Trading Mr. Paolo Yalong West Heaven Trading Ms. Glenda Cabanus Asia Prime Commodities Mr. Elmer Balderas* Innovalite Enterprise Mr. Nestor Tan* Knitech Manufacturing Inc.</p> <p>*Attended through Google Meet</p>
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:25 AM presided by the Chairperson.
COMPLIANCE TO R.A. 9184	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 14 Clause 5: Eligible Bidders Clause 5.4: Coverage of the Single Largest Completed Contracts</p> <p>xxx Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:</p> <p>For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC. xxx</p> <ul style="list-style-type: none"> ➤ The Committee highlighted the requirements and coverage of the Single Largest Completed Contract. • No further request for clarification regarding the matter.
BID DATA SHEET	<ul style="list-style-type: none"> • Provisions on the Bid Data Sheet were presented. No further clarifications with the bidders.
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> • Provisions on the SCC were presented. No further clarifications with the bidders.
SCHEDULE OF REQUIREMENTS	<p>Page 36 Section VI. Compliance with the Schedule of Requirements Form Item Description</p> <p>Lot 1 xxx Battery, dry cell, AAA <u>Battery, dry cell, AA</u> xxx</p> <p>Lot 2 xxx Battery, dry cell, AA <u>Battery, dry cell, AAA</u> xxx</p> <ul style="list-style-type: none"> ➤ The Committee will amend the item description due to typographical error to avoid confusion. Amendments shall be reflected upon the issuance of the Bid Bulletin.

	<p>Section VI. Compliance with the Schedule of Requirements Form Delivery Period Tranches Unit of Measurement</p> <p>Lot 1</p> <p>xxx pieces packs xxx</p> <ul style="list-style-type: none"> ➤ The Committee will amend the item description due to typographical error to avoid confusion. Amendments shall be reflected upon the issuance of the Bid Bulletin. <hr/> <p>Section VI. Compliance with the Schedule of Requirements Form Delivery Period Lots 1 to 3</p> <p>xxx - within Seven (7) calendar days upon receipt of the call-off xxx</p> <ul style="list-style-type: none"> • The representative from GTK requested to amend the delivery period to 60 Calendar Days. ➤ The Committee took note of the request subject for deliberation and decision. Any amendments and clarification shall be reflected upon the issuance of the Bid Bulletin.
<p>TECHNICAL SPECIFICATIONS</p>	<p>Page 38 Submission of Samples</p> <p>xxx All bidders shall submit the following samples/demo units to the Bids and Awards Committee (BAC) thru the Technical Working Group (TWG) on or before the deadline of bid submission for evaluation and testing purposes: xxx</p> <ul style="list-style-type: none"> • The representative from West Heaven requested to clarify the testing of the item. ➤ The member of the Technical Working Group clarified that they have equipments to test the items. In-house testing will be applied.
<p>BID FORMS</p>	<p>Pages 42-45 Bid Form</p> <ul style="list-style-type: none"> ➤ The Committee highlighted with the bidders to use the Bid Form and the Schedule of Prices. ➤ Other forms, as enumerated under Section VIII of the bidding documents were presented, as well as the manner of accomplishing the forms.

	<p>Pages 46-48 Omnibus Sworn Statement</p> <ul style="list-style-type: none"> ➤ 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.
<p>III. OTHER MATTERS</p>	
<p>OTHER MATTERS</p>	<ul style="list-style-type: none"> ➤ The representative from West Haven requested to clarify on how many days it would take from issuance of the Notice of Lowest Calculated Responsive Bid up to the issuance of the Notice to Execute Framework Agreement. ➤ The Committee took note of the request subject for deliberation and clarification upon the issuance of the Bid Bulletin. ➤ The Committee reminded the bidders to submit a clarification letter for better understanding on or before the deadline. ➤ The Single Year Framework Agreement was discussed by the Committee. ➤ The Committee emphasized with the bidders to use the prescribed forms.
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of the Prebid Conference conducted on January 29, 2021.</p>
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 12:00 PM.</p>
<p>PREPARED BY</p>	<p>Procurement Division V:</p> <p style="text-align: center;">(SGD) PAUL ARMAND A. ESTRADA BAC - Secretariat</p>
<p>ATTESTED BY</p>	<p>Procurement Division VIII:</p> <p style="text-align: center;">(SGD) JADE EDWIN APIN Technical Working Group</p>
<p>REVIEWED BY</p>	<p>Procurement Division V:</p> <p style="text-align: center;">(SGD) WEBSTER M. LAUREÑANA OIC-Division Chief</p>

CERTIFIED CORRECT

Bids and Awards Committee II:

(SGD)
JENNELYN SABAREZ
Ad Hoc Representative

(SGD)
JESSICA GAPUZ
Provisional Member

(SGD)
SHARON BAILE
Vice-Chairperson

(SGD)
PAUL JASPER V. DE GUZMAN
Chairperson