

| | |
|--|--|
| | <p>joined through the video conference platform.</p> <ol style="list-style-type: none"> 2. The Secretariat, likewise, presented the Invitation to Observers. However, none confirmed attendance. 3. Having the established quorum, the Chairperson asked the Secretariat to proceed with the presentation of the general requirements for government procurement of Goods. |
|--|--|

I. BID DOCUMENTS

| | |
|--------------------------------|--|
| INSTRUCTIONS TO BIDDERS | xxx |
| BID DATA SHEET | <p>Page 22 ITB Clause 20.2 Post Qualification Documents</p> <p>xxx</p> <ul style="list-style-type: none"> • The TWG member asked the prospective bidders if they can submit the Value Added Tax Return for January 2021. <ul style="list-style-type: none"> • The prospective bidders answered that the latest VAT they can provide is for the months of July to December 2020, since the filing of January 2021 is mid-February. • The TWG member clarified that only visual testing will be conducted. Valid test results within two (2) months prior to the Opening of Bids are required to be submitted during Post Qualification. • The prospective bidders asked if the test result that was submitted during Post Qualification can be considered for purposes of pre-delivery inspection, in the event that they become the awardee. <ul style="list-style-type: none"> • The Committee answered that they cannot use the test result submitted during Post Qualification for the purpose of pre-delivery inspection, since the purpose of both testing differ from one another. • The prospective bidder requested to consider the submission of Accreditation Certification from the testing center in the event that the conduct of testing is through private testing center. |

| | |
|--|--|
| | <ul style="list-style-type: none"> • The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin. <p>XXX</p> <p>Page 21 ITB Clause 5.3 Single Largest Completed Contract</p> <ul style="list-style-type: none"> • Prospective bidders inquired if they will not accept aggregated contracts. <ul style="list-style-type: none"> ➤ The Committee answered that the requirement is only single largest completed contract. <p>XXX</p> |
| <p>GENERAL CONDITIONS OF THE CONTRACT</p> | <p>There were no amendments/revisions made and further instructions from the BAC under this section.</p> |
| <p>SPECIAL CONDITIONS OF THE CONTRACT</p> | <p>Page 24 Clause 2.2 Progress Payment</p> <ul style="list-style-type: none"> • Prospective bidders asked if the issuance of progress payment is per Sales Invoice or every delivery. <ul style="list-style-type: none"> • The Committee answered that the release of progress payment is upon completion of every tranche on the Schedule of Requirement. Amendments, if any, will be reflected in the Bid Bulletin. <p>XXX</p> <p>Pre-inspection</p> <ul style="list-style-type: none"> • Prospective bidders asked if the pre-inspection will still be conducted. In the event that pre-inspection will still be done, they inquired on when the pre-inspection will be conducted. <ul style="list-style-type: none"> • The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin. • Prospective bidder inquired if the inspectors will be coming from Manila if the delivery is for Mindanao area. <ul style="list-style-type: none"> • The Committee took note of the clarification. |

XXX

Page 36
Submission of Sample

XXX

- The prospective bidder requested if the required samples can be reduced.
- **The Committee initially agreed in reducing the number of required sample. However, upon checking, the number of required samples is still retained, as it is indicated on the Technical Specifications by the Technical Specification Review Committee (TSRC).**

XXX

Delivery

- Prospective bidders asked for clarification how the testing and inspection of the items will be conducted in the event that they directly deliver their items in Visayas and Mindanao area.
- **The Committee took note of the clarification. Amendment, if any, will be issued through Bid Bulletin.**

SCHEDULE OF
REQUIREMENTS

XXX

Schedule of Delivery
Lot No. 1

- **The Committee clarified that for Lot 1 - NCR, direct delivery to End-User Agencies within Metro Manila, Antipolo and Imus Cavite are included as stated on SCC.**

XXX

- Prospective bidders requested to consider and combine the delivery of Bontoc and Baguio Depot. They mentioned that if they deliver the 12,000 reams to Baguio together with the 1,000 reams to Bontoc, their truck cannot go directly to Bontoc considering the truck size. In addition, they suggested that they can deliver one-time all the reams to Baguio Depot. Same goes with other areas that are close in proximity with each other.

- **Mr. Valderama answered that the management prefers for the suppliers to directly deliver the items to designated area. He added that if items for Bontoc Depot will be picked up on Baguio Depot, it will be considered double handling. In addition, Ms. Baile raised the issue regarding warehouse capacity and mentioned the reason why the 7,000 reams were divided into seven (7) tranches.**

xxx

- Prospective bidders requested that the quantities be adjusted based on truck load capacity.
 - **The Committee took note of the clarification. Amendment, if any, will be issued through Bid Bulletin.**

xxx

- Prospective bidders clarified if they will still use the PS Delivery Receipt.
 - **The Committee answered in the affirmative.**
- Prospective bidders clarified if they still need to ship out the PS-DR to be received by the Depot and inquired on how they will receive it back. They suggested if PS-DBM can consider online confirmation from Depot.
 - **The Committee took note of the clarification.**

xxx

- Prospective bidder asked if in the event that during the shipment of items, and some of the items were damaged, will they be penalized for the delay.
 - **The Committee clarified that if there are justifiable reasons for the delay, they can write a letter requesting for the extension of delivery.**

xxx

- Prospective bidders asked on the reckoning date of the allowable delivery period for every tranche.
 - **The Committee answered that the reckoning date is upon receipt of the Call-Off.**

- The prospective bidders clarified if once they started to ship the items for deliveries by sea, will it be considered delivered.
 - **The Committee answered that it will be considered delivered upon receipt of the items to the allocated areas.**

XXX

- Prospective bidders requested for the adjustment of delivery schedule. One prospective bidder requested a thirty (30) to forty-five (45) calendar days for depot areas, specially those that needs to be shipped.
- Prospective bidders also raised their concern that they will have problems with logistics once Call Offs will be issued to them simultaneously for different areas.
 - **The Committee answered that the timing of release of Call-Offs will be considered.**
- Ms. Baile emphasized that delivery to Pampanga Hub includes direct deliveries within the Government Center.

XXX

- Prospective bidder asked if the brand/trade name should be registered under the company name of the bidder
 - **The Committee answered in the affirmative. If the bidder is a distributor, at least the the brand/trade name should be registered in the IPO. If the bidder is a manufacturer, the brand/trade name should be registered under the name of the Manufacturer.**

TECHNICAL SPECIFICATIONS

XXX

Packaging and Marking/Labeling

- It was discussed that the box and ream should have the label as required on the Packaging Requirement. Amendment will be issued through Bid Bulletin.
- Prospective bidder asked if the Packaging Requirement is required during submission of Samples.
 - **The Committee answered that the Packaging**

| | |
|---|---|
| | Requirement is not yet required during submission of sample. |
| | XXX |
| CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS | XXX <ul style="list-style-type: none"> • Mayor's Permit for year 2021 is required. • Annual Financial Statement for year 2019 is required. XXX |
| BIDDING FORMS | There were no amendments/revisions made and further instructions from the BAC under this section. |
| II. TIMELINE | |
| POSTING IN PHILGEPS | 25 January 2021 |
| PREBID CONFERENCE | 01 February 2021, 10:00 AM |
| LAST DAY OF ISSUANCE OF BID BULLETIN | 08 February 2021 |
| DEADLINE FOR SUBMISSION AND OPENING OF BIDS | 15 February 2021, 10:00 AM |
| III. OTHER DISCUSSIONS | |
| OTHER MATTERS | <ul style="list-style-type: none"> • The TWG requested the prospective bidders if possible to include the post-qualification documents during Opening of Bids. The Committee emphasized that this request is not mandatory, but merely a request. • Prospective bidder raised their concern if there will be a problem during Contract Implementation in the event the awarded contract amount for Visayas is lower than the awarded contract amount for Luzon. <ul style="list-style-type: none"> ➤ The Committee clarified that there will be no concern as long as the awarded contract is within the Approved Budget for the Contract. • Prospective bidder asked if they can use the remaining stocks in their warehouse which is supposedly for Visayas area, in the event that the Lot 1's quantity is already exhausted but there is still demand. <ul style="list-style-type: none"> ➤ The Committee answered that it will be discussed internally. |
| ADJOURNMENT | Having no other matters for discussions, the meeting was adjourned at 12:00 NN. |

| | | | | | | | |
|--|--|---|--|--|--|---|--|
| CERTIFICATION | We certify that the foregoing is the true account of Pre-Bid Conference conducted on 01 February 2021 | | | | | | |
| PREPARED BY | <p>BAC Secretariat:</p> <p style="text-align: center;">SGD ERICA B. SANTOS Secretariat</p> | | | | | | |
| REVIEWED BY | <p style="text-align: center;">SGD WEBSTER M. LAUREÑANA OIC-Division Chief, Procurement Division V</p> | | | | | | |
| CERTIFIED CORRECT | <p>Bids and Awards Committee I:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD ANA ZOSITH A. CAÑARES AdHoc Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD JAMES GABILO Provisional Member / PMOIC</p> </td> </tr> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>ON OFFICIAL BUSINESS ATTY. EARVIN JAY I. ALPARAQUE Regular Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>ON OFFICIAL BUSINESS ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>SGD DICKSON T. PANTI Chairperson</p> </td> </tr> </table> | <p>SGD ANA ZOSITH A. CAÑARES AdHoc Member</p> | <p>SGD JAMES GABILO Provisional Member / PMOIC</p> | <p>ON OFFICIAL BUSINESS ATTY. EARVIN JAY I. ALPARAQUE Regular Member</p> | <p>ON OFFICIAL BUSINESS ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p> | <p>SGD DICKSON T. PANTI Chairperson</p> | |
| <p>SGD ANA ZOSITH A. CAÑARES AdHoc Member</p> | <p>SGD JAMES GABILO Provisional Member / PMOIC</p> | | | | | | |
| <p>ON OFFICIAL BUSINESS ATTY. EARVIN JAY I. ALPARAQUE Regular Member</p> | <p>ON OFFICIAL BUSINESS ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p> | | | | | | |
| <p>SGD DICKSON T. PANTI 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.