



MINUTES OF MEETING


Wednesday, February 10, 2021		10:00 AM	Audio Visual Room (AVR)
MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X		
TYPE OF MEETING	Prebid Conference		
PROJECT	Supply and Delivery of School Furniture for Elementary and Secondary Schools Nationwide under the 10% Allocation for Cooperatives of Person with Disability (PWD)		
REFERENCE NO.	PB 21-001-10		
ATTENDEES	Bids and Awards Committee X		
	Engr. Jaime M. Navarette, Jr	Chairperson	
	Engr. Antonio B. Hermida, Jr.	Vice Chairperson	
	Atty. Earvin Jay Alparaque	Regular Member	
	Mr. James F. Gabilo	Provisional Member (PMOIC)	
	Engr. Luis G. Purisima, Jr.	Ad Hoc Member, DepEd *	
	Procurement Division		
	Ms. Maria Jennifer R. Jimenez	Secretariat	
	Ms. Maricel R. Vergel De Dios	Secretariat	
	Mr. Ulysses E. Mora	TWG Representative	
	Mr. Jeff Anthony R. Llegue	TWG Representative	
	Mr. Jade Apin	TWG Representative	
	End-User's Representatives		
	Arch. Diane Erlano	DepEd-TWG Representative*	
	Engr. Myrna E. Sumaylo	DepEd-TWG Representative*	
	* present though Google Meet		
	Bidder's Representatives		
	Mr. Napoleon Tecson	Tanglaw Kapansanan PC	
	Mr. Alsee Bello	Bigay Buhay MPC	
	Mr. Joeprey Escarlan	Bigay Buhay MPC	
	Mr. Isidro Santos	AIDPDC	
	Mr. Walter N. Garces	AIDPDC	
	Ms. Maeah Isidro	CPSTI	
	<i>Through Google Meet</i>		
	Mr. Ronald Constantino	Makati Image	
	Mr. Reynaldo Falleon	Handicapped Persons PC	
	Ms. Nerisa Soreno	Zafra ADAP	
	Mr. Achilles Banayo	Zafra ADAP	

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. The Chairperson explained to the prospective bidders that the BAC used the new Bidding Document which is a streamlined version anchored with the RA 9184 and encouraged the bidder to read. 4. The BAC Secretariat proceeded with the presentation of the eligibility requirements for the project after which, the TWG presented the Delivery Requirements and the Technical Specifications.
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DISCUSSION

I. DOCUMENTARY REQUIREMENT	
II. BID DOCUMENTS	
SECTION I. INVITATION TO BID	<p>Bidders should have completed, within Ten (10) years prior to the date of submission and receipt of bids, a contract similar to the Project.</p> <p>- <i>A prospective bidder asked if they can join the bidding even if their company is only eight (8) years in existence.</i></p> <p>The Chairperson referred the query to the Adhoc as end user representative. He asked the Secretariat if there is a provision in the Bidding Document that a company should have at least 10 years in existence.</p> <p>The Chairperson referred to the Committee on how to interpret the requirement for a ten years experience in the similar contract.</p> <p>The Vice Chairperson suggested including the clarification in the bid bulletin to further explain the intent of the requirement.</p> <p>The BAC is in agreement that the ten (10) years experience refers to any contract that was completed within ten years prior to the submission of bids regardless of the years of existence of the company.</p> <p>A prospective bidder asked if a regular company can join the bidding even if they are not a cooperative. The chairperson explained that the project is only open for the cooperatives of persons with disabilities; the budget allocated under GAA 2017 represents the 10% allocation for the PWD cooperatives as mandated by law.</p>

SECTION II. INSTRUCTIONS TO BIDDERS	There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.
SECTION III. BID DATA SHEET	<p>A prospective bidder asked if they can submit a "not updated" PhilGEPS Certificate. The Chairperson responded that it is allowed during submission and opening of bids but they have to submit an updated copy of the certificate during post qualification and refer the bidder to BDS Clause 20.2 of the bidding document.</p> <p>The Vice Chairperson explained that many bidders were confused with this requirement and suggested that the same be explained/clarified in the supplemental bulletin. The Chairperson instructed the Secretariat to include it in the bid bulletin.</p>
SECTION IV. GENERAL CONDITIONS OF THE CONTRACT	There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.
SECTION V. SPECIAL CONDITIONS OF THE CONTRACT	There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.
SECTION VI. SCHEDULE OF REQUIREMENTS	There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.
SECTION VII. TECHNICAL SPECIFICATIONS	<p>The TWG Representative presented the Technical Specification and the drawings/design for the requirement. He reiterated the need for submitting swatches for samples to be submitted.</p> <p>Bidders asked if they are going to submit samples swatches during opening or upon declaring as the Lowest Calculated Bid (LCB). Are the sample unit together with the swatches were to be submitted during post qualification when notified as the LCB. They also asked what materials to be included in the submission are.</p> <p>The prospective bidders asked what kind of swatches they have to submit, and for what materials. The TWG representatives clarified that they are requiring the swatches for the wood, HPL and marine plywood used for back rest finish and seat finish. He manifested that they need the swatches in checking the thickness to avoid destruction or dismantling of the sample unit.</p> <p>The Chairperson suggested including the swatches to be submitted in the Bid</p>

	<p>Bulletin identifying the materials required for the swatches.</p> <p>The TWG representative encouraged the bidders to submit a written clarification if ever they have additional queries after the meeting and reminded them that they have three (3) days to submit their clarification.</p> <p>A representative from Zafra ADAP clarified if it is acceptable to submit one (1) sample for Elementary and Junior High since they have the same specification. The AdHoc representative answered that they have to submit both.</p> <p>The Chairperson informed the prospective bidders that there were changes in the submitted Technical Specification, drawings, dimensions and tolerances. They must not rely on the old drawings and make sure to use the new drawings attached in the bidding document in their production of the units and be mindful of the tolerances because these measurements caused the failure of bidding of previous biddings.</p>
SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS AND BID FORMS	<p>The BAC Secretariat discussed the Checklist and the forms to be submitted including the Bid Form and the Schedule of Prices.</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
III. TENTATIVE TIMELINE	
DEADLINE FOR WRITTEN CLARIFICATION	February 14, 2021
LAST DAY OF BID BULLETIN	February 17, 2021
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	February 24, 2021
IV. OTHER DISCUSSIONS	
OTHER MATTERS	<p>The Chairperson told the prospective bidders must be mindful of the checklist of documents to be submitted during submission of bids as attached in the new bidding document and that the checklist will serve as their guide in preparing their bid proposal.</p> <p>He reminded the prospective bidders that they need to sign all the pages on the bid proposals and failure to do so may result to failed bid.</p> <p>He also reiterated that the bidders can clarify or submit a written clarification if there are some document that are not applicable with the cooperatives that can be replaced by an equivalent document.</p> 

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:53 AM						
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, February 10, 2021.						
PREPARED BY	<p>Procurement Division IV</p> <p style="text-align: center;">(SGD) MARIA JENNIFER R. JIMENEZ Secretariat</p> <p style="text-align: center;">(SGD) MARICEL R. VERGEL DE DIOS Alternate, Secretariat</p>						
REVIEWED BY	<p style="text-align: center;">(SGD) MR. JOSEPH CONRAD D. DUEÑAS Chief, PD IV</p>						
CERTIFIED CORRECT	<p>Bids and Awards Committee X (BAC X)</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"> <p>(SGD) ENGR. LUIS G. PURISIMA, JR. Ad Hoc Member, DepEd</p> </td> <td style="text-align: center; vertical-align: top;"> <p>(SGD) MR. JAMES F. GABILO Provisional Member, PS</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <p>(SGD) ATTY. EARVIN JAY ALPARAQUE Regular Member</p> </td> <td style="text-align: center; vertical-align: top;"> <p>(SGD) ENGR. ANTONIO B. HERMIDA, JR. Vice Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>(SGD) ENGR. JAIME M. NAVARRETE, JR. Chairperson</p> </td> </tr> </table>	<p>(SGD) ENGR. LUIS G. PURISIMA, JR. Ad Hoc Member, DepEd</p>	<p>(SGD) MR. JAMES F. GABILO Provisional Member, PS</p>	<p>(SGD) ATTY. EARVIN JAY ALPARAQUE Regular Member</p>	<p>(SGD) ENGR. ANTONIO B. HERMIDA, JR. Vice Chairperson</p>	<p>(SGD) ENGR. JAIME M. NAVARRETE, JR. Chairperson</p>	
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