



MINUTES OF MEETING

Friday, 05 March 2021

03:30 PM

Google Meet / PS Conference Room

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	SUPPLY AND DELIVERY OF PAD PAPER, RULED FOR THE PROCUREMENT SERVICE (PS)	
REFERENCE NO.	PB 21-019-1	
ATTENDEES	BIDS AND AWARDS COMMITTEE I Dickson T. Pant Engr. Nicole John D. Cabueños Arnel B. Cunanan* Ana Zosith A. Cañares	Chairperson Vice-Chairperson Provisional Member Ad Hoc Representative, PS
	TECHNICAL WORKING GROUP Joseph C. De Sales	Member (Procurement Division VIII)
	BAC SECRETARIAT Barby Ann M. Villamor	Member (Procurement Division VI)
	BIDDER/S Joseph Tan Paul De Castro Luis Rafael C. Sunga	NAPCO Advance Paper Corporation MASAT
	<i>* Attended through Google Meet</i>	
CALL OF ORDER	<ul style="list-style-type: none">The scheduled Pre-Bid Conference was called to order at 03:30 PM with the Chairperson presiding.The Chairperson acknowledged the presence of the attendees.Invitation to the observers has been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the Chairperson stated that there is compliance with the requirement under the rule. Thereafter, having established the required quorum the Chairperson proceeded with the scheduled Pre-Bid Conference and instructed the BAC Secretariat to proceed with the pre-bid presentation.	

HIGHLIGHTS OF ACTIVITY

- The Chairperson reminded all who attended that the activity is on record. Attendees have no objection.
- The Chairperson asked the prospective bidders if they agreed to shorten the presentation and proceed with the discussion of the salient requirements in the bidding document since they are already familiar with the government procurement. All bidders agreed.
- The Chairperson instructed the BAC Secretariat to proceed the discussion of the salient requirements in the bidding document, to wit:

1. Statement of Single Largest Completed Contract Similar to the Contract to be Bid

The Secretariat stated that the form of the above requirement can be found in the Annex "C" of the posted bidding documents. The similar contract must be those in Section VIII. Annex "K" but may include other contracts similar to those classified as Paper Products. And must be completed within five (5) years prior to the deadline and receipt of bids. 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. The signature/name of the bidder's authorized representative must be indicated and the same must be dated.

Q: If we say Section VIII. Annex "K", all the listed paper products under Annex K are acceptable as similar products, while those that are not included in the list will not be acceptable?

-Advance Paper Corporation-

A: The BAC confirmed.

2. Bid Security

The Secretariat stated that the prospective bidder has three options in complying the said requirement. First in the payment of the cash, manager's/cashiers' check, etc. equivalent to 2% of the ABC, or the submission of surety bond callable upon demand equivalent to 5% of the ABC, or the submission of the Bid Securing Declaration (BSD) found in the bidding documents attached as Annex "H". The bid and bid security shall be valid until 120 calendar days from the deadline of submission of bids. BDS must be signed by the bidder's authorized representative and the same must be notarized.

3. Omnibus Sworn Statement

The Secretariat stated that the form of the above requirement can be found in the Annex "B" of the posted bidding documents. Also emphasized declaration no. 11 requiring bidders to provide contact number/s and e-mail address/es as the official

telephone/fax number and contact reference of the company where PS BAC and PS notices may be transmitted. Reminded that the notice/s transmitted in any of the telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act 9184 shall commence from receipt thereof. The form must be signed by the authorized representative and the same must be notarized.

4. Financial Bid Form

The Secretariat stated that the form can be found in Annex "A" of the bidding documents. The bidder must indicate the unit price, total price and total price in words in the form. Also, reminded the bidders that failure to sign each and every page of the form including the Scheduled of prices shall be a ground for the rejection of the bid. The form must be signed by the bidder's authorized representative and the same must be dated. It must also be specific to the project.

5. Price Schedules

The Secretariat stated that the form can also be found in the bidding documents after the Financial Bid Form. The form must be signed by the bidder's authorized representative and the same must be dated.

6. SEALING AND MARKING OF BIDS

The Secretariat discussed the recommended way of sealing and marking of bid proposals for easy identification.

7. Post-qualification Documents under BDS 20.2

The Secretariat also enumerated the documents required to be submitted during post-qualification period under BBS Clause 20.2

Q: What if the prospective bidder is a distributor, do we need to submit an authority from the local or foreign manufacturer?
-Advance Paper Corporation-

A: The BAC confirmed that it is not required, as long as the brand is verifiable or IPO registered.

8. Statement of Compliance with the Technical Specifications

The Secretariat explained that details of the requirement can be found in Sec. VII of the bidding documents. Reminded prospective bidders not to forget to indicate the word "comply" in the parameter of the Technical Specifications under the

Bidder's Statement of Compliance portion. The form must be signed by the bidder's authorized representative and the same must be dated.

The Secretariat also explained the Additional Requirement on Packaging and Marking/Labeling based on TSRC Resolution No. 19-005.

9. Statement of Compliance with the Schedule of Requirements

The Secretariat explained the details of the requirement which can be found in Sec. VI of the bidding documents. The form must be signed by the bidder's authorized representative and the same must be dated. Reminded prospective bidders that they are required to submit one (1) bundle of pad paper, ruled on or before the deadline of submission of bids. Also, reminded the prospective bidders that a General Bid Bulletin will be issued amending the requirement into "Within Ten (10) calendar days upon receipt of Call Off".

Q: Does the delivery is nationwide?
-Advance Paper Corporation-

A: The BAC responded that the delivery is upon call-off. The project sites are stated in GCC Clause 1.

Suppliers are advised to maintain revolving stocks of 14,800 at all times.

Q: Is it possible to relax the requirement in the 4th quarter?
-Advance Paper Corporation-

A: The Committee took note of the request. Amendment, if any, will be issued through Bid Bulletin.

- Having no other concerns from the prospective bidders either the physical and online attendees the Secretariat presented the timeline of the bidding activities. Reminded the prospective bidders that they are required to pay for the bidding documents fee on or before the deadline for submission of bid as indicated in the Invitation to Bid to be an eligible bidder.
- The Chairperson also stated that the bidder may still send their clarifications to the BAC until the deadline of clarifications as indicated in the bidding documents and that BAC response will be posted through a bid bulletin.
- The Chairperson 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 04:04 PM.
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is a true account of PRE-BID CONFERENCE conducted on Friday, 05 March 2021.
PREPARED BY	<p style="text-align: center;">SGD BARBY ANN M. VILLAMOR Secretariat</p>
CERTIFIED CORRECT	<p>BIDS AND AWARDS COMMITTEE I:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>SGD ANA ZOSITH A. CAÑARES Ad Hoc Representative, PS</p> </div> <div style="text-align: center;"> <p>SGD ARNEL B. CUNANAN Provisional Member</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>SGD ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p> </div> <div style="text-align: center;"> <p>SGD DICKSON T. PANTI Chairperson</p> </div> </div>