



MINUTES OF MEETING

Friday, 05 March 2021	02:30 PM	Google Meet / PS Conference Room
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I
TYPE OF MEETING	PRE-BID CONFERENCE
PROJECT	SUPPLY AND DELIVERY OF CLEANSER, SCOURING POWDER FOR THE PROCUREMENT SERVICE (PS)
REFERENCE NO.	PB 21-021-1
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE I Dickson T. Pantí Chairperson Engr. Nicole John D. Cabueños Vice-Chairperson Arnel B. Cunanan* Provisional Member Ana Zosith A. Cañares Ad Hoc Representative, PS</p> <p>TECHNICAL WORKING GROUP Joseph C. De Sales Member (Procurement Division VIII)</p> <p>BAC SECRETARIAT Barby Ann M. Villamor Member (Procurement Division VI)</p> <p>BIDDER/S Luis Rafael C. Sunga MASAT</p> <p><i>* Attended through Google Meet</i></p>
CALL OF ORDER	<ul style="list-style-type: none"> The scheduled Pre-Bid Conference was called to order at 02:35 PM with the Chairperson presiding. The BAC Secretariat 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	<ul style="list-style-type: none"> The Chairperson reminded all who attended that the activity is on record. Attendees have no objection. The Chairperson instructed the BAC Secretariat to proceed the presentation of the general requirements of the government

procurement, to wit:

- TECHNICAL COMPONENT ENVELOPE:

- LEGAL DOCUMENTS:

1. Valid PhilGEPS Certification (Platinum Membership)

The Secretariat reminded prospective bidders that they must submit a valid certificate and be updated with Platinum Membership.

2. Registration Certificate from SEC, DTI (for Sole Proprietorship), or CDA (for Cooperative)

3. Mayor's Business Permit

The Secretariat reminded prospective bidders that it must be updated. In certain cases, the Procuring Entity is allowed to accept a copy of the recently expired mayor's or business permit and the official receipt as proof of application and payment for the renewal of the permit will suffice. Subject to submission of the Mayor's Permit after award of contract.

4. Tax Clearance

The Secretariat reminded prospective bidders that it must be updated. Also reminded the prospective bidders that submission of BIR receipt for renewal of Tax Clearance will not suffice in lieu of valid Tax Clearance Requirement since substitution is not allowed under Section 34.2 of the IRR of RA 9184. Submission of Provisionary Tax Clearance issued by the BIR for bidding purposes is not acceptable form of Tax Clearance (GPPB Resolution No. 01-2014).

- TECHNICAL DOCUMENTS:

1. Statement of Ongoing and Completed Contracts

The Secretariat emphasized that the form of the above requirement can be found in the Annex "C-1" of the posted bidding documents. It is the statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (Sec. 23.1 (a) (iv), IRR of RA 9184. The signature/name of the bidder's authorized representative must be indicated and the same must be dated.

2. 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 Cleaning Supplies. And must be completed within five (5) years from 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.

3. 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.

4. 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.

▪ TECHNICAL DOCUMENTS:

1. Audited Financial Statement

The Secretariat stated that it must be stamped received by the BIR.

2. Net Financial Contracting Capacity (NFCC) of the Committed Line of Credit

The Secretariat stated that prospective bidders may opt to submit either of the following requirements.

- CLASS B:

1. Joint Venture Agreement

The Secretariat stated that the form of the above requirement can be found in the Annex "E" of the posted bidding documents.

- FINANCIAL COMPONENT ENVELOPE:

1. 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 Schedule 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.

2. 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.

- SEALING AND MARKING OF BIDS

- The Secretariat discussed the recommended way of sealing and marking of bid proposals for easy identification. As well as reminded the bidders of number of copies the bidder must submit. As well as, the number of copies of proposal that the bidder must submit during the opening of bids.

- Post-qualification Documents under BDS clause 20.2

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

	<ul style="list-style-type: none"> • Documents to be submitted upon receipt of Notice of Award • Common Grounds for Disqualification • The BAC 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. • Having no other clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the following: <ul style="list-style-type: none"> 1. Statement of Compliance with the Technical Specifications The TWG 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 TWG also explained the Additional Requirement on Packaging and Marking/Labeling based on TSRC Resolution No. 19-005. 2. Statement of Compliance with the Schedule of Requirements The TWG 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 the sample on or before the deadline of submission of bids. <ul style="list-style-type: none"> • 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 02:50 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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD. ANA ZOSITH A. CAÑARES Ad Hoc Representative, PS</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD. ARNEL B. CUNANAN Provisional Member</p> </td> </tr> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD. ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD. DICKSON T. PANTI Chairperson</p> </td> </tr> </table>	<p>SGD. ANA ZOSITH A. CAÑARES Ad Hoc Representative, PS</p>	<p>SGD. ARNEL B. CUNANAN Provisional Member</p>	<p>SGD. ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p>	<p>SGD. DICKSON T. PANTI Chairperson</p>
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