



MINUTES OF MEETING

Tuesday, March 09, 2021	Time: 10:30 AM	Venue: Conference Room B
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MEETING CALLED BY	Bids and Awards Committee II																										
TYPE OF MEETING	Pre-Bid Conference																										
PROJECT	Supply and Delivery of Various Office Devices for the Procurement Service (PS)																										
REFERENCE NO.	PB 21-027-2																										
ATTENDEES	<p>Bids and Awards Committee II (BAC II)</p> <table> <tr> <td>Mr. Paul Jasper De Guzman</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Sharon Baile</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Carla Divina Espino*</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Jennelyn Sabarez*</td> <td>Ad Hoc Member, PS</td> </tr> </table> <p>Technical Working Group (TWG)</p> <table> <tr> <td>Mr. Vic Anthony Tubon</td> <td>TWG</td> </tr> <tr> <td>Ms. Jennifer M. Ancheta</td> <td>TWG</td> </tr> <tr> <td>Mr. Mark Vincent Dimayuga</td> <td>TWG</td> </tr> </table> <p>Secretariat</p> <table> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Secretariat-In-Charge</td> </tr> <tr> <td>Ms. Maybelline N. Galang</td> <td>Member</td> </tr> <tr> <td>Ms. Gerelyn Vergara</td> <td>Member</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Mr. Jaf R. Ibañez</td> <td>JPPSI</td> </tr> <tr> <td>Mr. Dante Malinao, Jr.*</td> <td>Harven Publishing House Inc.</td> </tr> </table>	Mr. Paul Jasper De Guzman	Chairperson	Ms. Sharon Baile	Vice-Chairperson	Atty. Carla Divina Espino*	Regular Member	Ms. Jessica G. Gapuz	Provisional Member	Ms. Jennelyn Sabarez*	Ad Hoc Member, PS	Mr. Vic Anthony Tubon	TWG	Ms. Jennifer M. Ancheta	TWG	Mr. Mark Vincent Dimayuga	TWG	Mr. Vincent Joseph D. Disu	Secretariat-In-Charge	Ms. Maybelline N. Galang	Member	Ms. Gerelyn Vergara	Member	Mr. Jaf R. Ibañez	JPPSI	Mr. Dante Malinao, Jr.*	Harven Publishing House Inc.
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PREBID CONFERENCE

PB21-027-2

Project Title : Supply and Delivery of Various

Office Devices for the Procurement Service

DBM Compound, General Solano Street, San Miguel, Manila

www.philgeps.gov.ph

(02) 640 6906 | 640 6907 | 640 6908 | 640 6909

	Mr. Albert Tanquintic Ms. Maeah Airocel Isidro Ms. Maria Cantos* <i>*present via Google Meet</i>	GTK CPSTI Luna Enterprise
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:40AM with Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the five (5) members of the BAC II, the required quorum has been established. 	
COMPLIANCE TO R.A. 9184	<p>After having established the required quorum to conduct the pre-bid conference, Secretariat-in-Charge presented the invitation to observers.</p> <ul style="list-style-type: none"> ➤ <i>Notices to the Observers have been sent within the prescribed period, however, the absence of the observers will not sever the activity.</i> 	

DISCUSSIONS

I. HIGHLIGHTS	
DOCUMENTATIONS	<p>The Secretariat discussed the general requirements for government procurement of goods. The following topics were tackled: the purpose of the conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions, timelines and the Secretariat contact details, among others.</p>
INVITATION TO BID	<p>SECTION I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
INSTRUCTION TO BIDDERS	<p>SECTION II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>

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<p>BID DATA SHEET</p>	<p>SECTION III BDS Clause 20.2 Page No. 23</p> <p>The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should any of the documents indicated in "Annex A" of the Certificate is not updated, the bidder shall submit the Certificate together with the updated documents.</p> <ul style="list-style-type: none"> • The Secretariat emphasized that the PHILGEPS PLATINUM registration to be submitted shall be up to date together with its contents. Submission of proof of application of renewal must be submitted together with the PHILGEPS Certificate. 				
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>				
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>				
<p>SCHEDULE OF REQUIREMENTS</p>	<p>SECTION VI Framework Agreement List Lot No. 2: Staple Remover, plier –type Page No. 36</p> <p>xxx</p> <table border="1" data-bbox="491 1384 1382 1592"> <thead> <tr> <th data-bbox="491 1384 619 1451">Lot No.</th> <th data-bbox="619 1384 1382 1451">Delivery Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="491 1451 619 1592">≠ 2</td> <td data-bbox="619 1451 1382 1592">Within fifteen calendar days upon receipt of Call-Off <i>(Quantity will be determined for each Call-Off)</i></td> </tr> </tbody> </table> <p>xxx</p> <ul style="list-style-type: none"> • A member of the Technical Working Group requested to amend the incorrect Lot No. indicated for Staple Remover. <ul style="list-style-type: none"> ➤ <i>The Committee clarified that the above amendment shall be reflected in the bid bulletin to be issued.</i> 	Lot No.	Delivery Period	≠ 2	Within fifteen calendar days upon receipt of Call-Off <i>(Quantity will be determined for each Call-Off)</i>
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	<ul style="list-style-type: none"> • A prospective bidder clarified the quantity of the revolving stock indicated in the portion of "Note" per lot were on top of the total quantity. <ul style="list-style-type: none"> ➤ <i>The Committee responded that the quantities shall be within the quantity as required.</i>
<p style="text-align: center;">TECHNICAL SPECIFICATIONS</p>	<p style="text-align: center;">SECTION VII Packaging and Marking/Labeling Page No. 46</p> <p>xxx</p> <p>5. Its general make or active ingredients, if applicable;</p> <p>6. The net quality of contents, in terms of weight, measure or numerical count rounded to at least the nearest tenths in the metric system, if applicable;</p> <p>xxx</p> <ul style="list-style-type: none"> ➤ <i>The Committee clarified that the above amendment shall be reflected in the bid bulletin to be issued.</i> ➤ <i>The Committee emphasized that the packaging and marking/labeling requirements will be commence during contract implementation and will be given to the responsive bidder.</i> <ul style="list-style-type: none"> • A prospective bidder requested to impose the No.5 requirement since the latter is part of R.A 7394. <ul style="list-style-type: none"> ➤ <i>The Committee responded and requested the bidder that said request must be put in writing to properly address the matter.</i> <p>Illustration for Lot No. 1 Pencil Sharpener Page No. 41</p> <ul style="list-style-type: none"> • A member of the Technical Working Group requested to produce a clear copy of the said illustration for better understanding of bidders. <ul style="list-style-type: none"> ➤ <i>The Committee requested that the above shall be reflected in the bid bulletin to be issued.</i>
<p style="text-align: center;">BIDDING FORMS</p>	<p style="text-align: center;">Section VIII Statement of Completed Similar Contracts Page No. 58</p>

- The Secretariat reminded the prospective bidders to fill out all necessary details including the signature of authorized representative and date of completion.

List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not
Page No. 59

- The Secretariat reminded the prospective bidders of mandatory submission of the form even if there is nothing to declare. The said form shall be signed by an authorized representative.

Omnibus Sworn Statement
Page No. 54-57

- It was emphasized that notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 11th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

All Other Forms

- The Secretariat emphasized that the prescribed bidding forms provided in the bidding documents shall be used by the prospective bidders for their submissions.

Competent Evidence of Identity

- Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidence. Community Tax Certificate (CTC) is not allowed.

II. OTHER MATTERS

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- The BAC II will issue a bid bulletin to the changes or modification and clarification to be made with regards to the Bidding Documents which will be posted in the Procurement Service and PhilGEPS websites and at any conspicuous place within the premises of the Procuring Entity.
- The Chairperson reminded the prospective 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 Secretariat on the schedule provided.

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	<ul style="list-style-type: none"> • The Secretariat presented the matrix of schedule of bidding activities. • All other pertinent portions of the Pre-Bid Conference were presented and no other clarifications were raised.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:55 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on March 09, 2021.
PREPARED BY	<p>BAC Secretariat</p> <p style="text-align: center;">SIGNATURE REDACTED</p> <p style="text-align: center;">MR. VINCENT JOSEPH D. DISU Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee II</p> <p style="text-align: center;">SIGNATURE REDACTED</p> <p style="text-align: center;">MS. JENNELYN SABAREZ Ad Hoc Member, PS</p> <p style="text-align: center;">SIGNATURE REDACTED</p> <p style="text-align: center;">MS. JESSICA GAPUZ Provisional Member</p> <p style="text-align: center;">SIGNATURE REDACTED</p> <p style="text-align: center;">ATTY. CARLA DIVINA ESPINO Regular Member</p> <p style="text-align: center;">SIGNATURE REDACTED</p> <p style="text-align: center;">MS. SHARON BAILE Vice - Chairperson</p> <p style="text-align: center;">SIGNATURE REDACTED</p> <p style="text-align: center;">MR. PAUL JASPER DE GUZMAN Chairperson</p>