



MINUTES OF MEETING

Friday, March 5, 2021	10:30 AM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I																															
TYPE OF MEETING	Prebid Conference																															
PROJECT	<i>Supply and Delivery of Alcohol Ethyl, 1 Gallon for the Procurement Service</i>																															
REFERENCE NO.	PB 21-028-1																															
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 1</p> <table border="0"> <tr> <td>Mr. Dickson T. Pantí</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Ms. Ana Zosith Cañares</td> <td>Ad-Hoc Representative</td> </tr> <tr> <td>Mr. Rodelio D. Mendez Jr.</td> <td>Provisional Member</td> </tr> </table> <p>SECRETARIAT</p> <table border="0"> <tr> <td>Ms. Maybelline N. Galang</td> <td>Secretariat-in-Charge</td> </tr> </table> <p>TECHNICAL WORKING GROUP</p> <table border="0"> <tr> <td>Mr. Jerome Catapang</td> <td>PS</td> </tr> <tr> <td>Mr. Joseph De Sales</td> <td>PS</td> </tr> </table> <p>BIDDER/S</p> <table border="0"> <tr> <td>Marianne Morelos</td> <td>NAPI</td> </tr> <tr> <td>Liza Sotelo</td> <td>Kohl Industries</td> </tr> <tr> <td>Philip Panganiban</td> <td>PHILUSA</td> </tr> <tr> <td>Maeah Isidro</td> <td>CPSTI</td> </tr> <tr> <td></td> <td>Beyond Business Limits*</td> </tr> <tr> <td></td> <td>SPH International*</td> </tr> <tr> <td></td> <td>MERET*</td> </tr> <tr> <td></td> <td>Mr. Bean Machine*</td> </tr> </table> <p>*Attended through Google Meet</p>		Mr. Dickson T. Pantí	Chairperson	Engr. Nicole John D. Cabueños	Vice-Chairperson	Ms. Ana Zosith Cañares	Ad-Hoc Representative	Mr. Rodelio D. Mendez Jr.	Provisional Member	Ms. Maybelline N. Galang	Secretariat-in-Charge	Mr. Jerome Catapang	PS	Mr. Joseph De Sales	PS	Marianne Morelos	NAPI	Liza Sotelo	Kohl Industries	Philip Panganiban	PHILUSA	Maeah Isidro	CPSTI		Beyond Business Limits*		SPH International*		MERET*		Mr. Bean Machine*
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CALL TO ORDER	<p>1. The scheduled Prebid Conference started at 10:30 PM with the Chairperson presiding.</p> <p>2. The Secretariat acknowledged the presence of the attendees, and having established the required quorum, proceeded with the powerpoint presentation.</p>
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DISCUSSION

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>
INSTRUCTIONS TO BIDDERS	NO DISCUSSION
BID DATA SHEET	<p>ITB Clause 5.3 Page 21</p> <ul style="list-style-type: none"> • Representative from SPH International requested for the similar contracts for ALCOHOL under "Annex K" be expanded to include Personal Hygiene Products/Kits. • Representative from PHILUSA requested the BAC to accept aggregate of 2 similar contracts for the SLCC. <p><i>The Committee took note of the concern.</i></p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF	<p>Submission of Samples/Demo Units Page 34</p>

<p>REQUIREMENTS</p>	<p>XXX</p> <p>Evaluation of sample/demo unit during post-qualification stage shall be conducted by the BAC, through Technical Working Group using third-party testing. <u>In-House Tests.</u> In addition to in-house test, valid test result shall be a <u>basis for evaluation.</u></p> <p>XXX</p> <p>The TWG Representative suggested to the BAC to include a valid test result in the requirements.</p> <p><i>The Committee approved the suggestion and shall be reflected in the bid bulletin to be issued.</i></p> <ul style="list-style-type: none"> • Representative from PHILUSA seek to clarify the validity of the test result to be submitted. <p><i>The TWG clarified as stated in the bidding document that test results should be valid two months prior to the opening of bids.</i></p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Page 36 Packaging, Marking and Labelling</p> <ul style="list-style-type: none"> • Representative from PHILUSA requested to accept Tamper Proof Cap as the seal of the bottle and the size and colour of the sticker to be placed on the box. <p><i>The committee took note of the first concern, for the additional label/sticker will be provided to the responsive bidder. Size of the sticker is per manufacturer's standard and will be placed on each box only.</i></p> <ul style="list-style-type: none"> • Representative from Kohl Industries requested that all interested bidders should submit Certificate of Product Registration, Certificate of Good Manufacturing Practices (CGMP) and Halal Certification. <p><i>The committee refer the bidder to the Technical Specification for the requirement of the Certificate of Product Registration/Notification. On the matter of other certificates, the Chairman took note of the concern.</i></p> <ul style="list-style-type: none"> • Representative from NAPI requested to allow the submission of pending registration of trademarks/brand in IPO website and no partitions but the items were secured inside the box.

The TWG stated the minimum requirements as indicated in the bidding document.

Statement of Completed Similar Contracts
Page No. 49

- 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. 50

- 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. 46-48

BIDDING FORMS

- 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 DISCUSSIONS

OTHER MATTERS	<ul style="list-style-type: none"> • The BAC I 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. • 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 12: 30 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Friday, March 5, 2021.
PREPARED BY	BAC Secretariat:  MS. MAYBELLINE N. GALANG Secretariat
CERTIFIED CORRECT	Bids and Awards Committee II:  MR. RODELIO D. MENDEZ JR. Provisional Member  MS. ANA ZOSITH A. CAÑARES Ad-Hoc Representative Not Present ATTY. EARVIN JAY I. ALPARAQUE Regular Member



ENGR. NICOLE JOHN D. CABUEÑOS
Vice Chairperson



MR. DICKSON T. PANTI
Chairperson