



MINUTES OF MEETING

Tuesday, March 25, 2021	Time: 10:00 AM	Venue: Conference Room A
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MEETING CALLED BY	Bids and Awards Committee II																		
TYPE OF MEETING	Pre-Bid Conference																		
PROJECT	Supply and Delivery of Various Back fold, Clips for the Procurement Service (PS)																		
REFERENCE NO.	PB 21-046-2																		
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>Mr. Mark Vincent Dimayuga</td><td>Provisional Member</td></tr></table> <p>Technical Working Group (TWG)</p> <table><tr><td>Mr. Karlou Borja</td><td>TWG-In-Charge</td></tr></table> <p>Secretariat</p> <table><tr><td>Mr. Vincent Joseph D. Disu</td><td>Secretariat-In-Charge</td></tr></table> <p>Prospective Bidders</p> <table><tr><td>Mr. Jowel Fortuna</td><td>Kingfiles</td></tr><tr><td>Mr. Paolo Yalong</td><td>West Heaven Trading Corporation</td></tr><tr><td>Ms. Maeah Isidro</td><td>Centerpoint Sales and Trading Inc.</td></tr></table> <p><i>*present via Google Meet</i></p>	Mr. Paul Jasper De Guzman	Chairperson	Ms. Sharon Baile	Vice-Chairperson	Atty. Carla Divina Espino*	Regular Member	Mr. Mark Vincent Dimayuga	Provisional Member	Mr. Karlou Borja	TWG-In-Charge	Mr. Vincent Joseph D. Disu	Secretariat-In-Charge	Mr. Jowel Fortuna	Kingfiles	Mr. Paolo Yalong	West Heaven Trading Corporation	Ms. Maeah Isidro	Centerpoint Sales and Trading Inc.
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PREBID CONFERENCE

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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:20 AM with Vice-Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) 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>
BID DATA SHEET	<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</p>

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	<p>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 Page Nos.34-35</p> <ul style="list-style-type: none"> • A prospective bidder clarified the quantity to be determined for each call off of the revolving stocks indicated if this requirement can exceed to the quantity being required. <ul style="list-style-type: none"> ➤ <i>The Committee responded that the quantities shall be within or beyond the quantity as required or being demanded, respectively.</i> ➤ <i>The Committee also took note of the concern and will further study the clarification. If there will be an amendment, the Committee shall reflect the same in the bid bulletin to be issued.</i>
<p>TECHNICAL SPECIFICATIONS</p>	<p>SECTION VII Packaging and Marking/Labeling Page No. 50</p> <ul style="list-style-type: none"> ➤ <i>The Committee emphasized that a new resolution has been approved and there were changes made on the packaging details.</i> ➤ <i>The Committee clarified that the above amendment shall be reflected in the bid bulletin to be issued.</i>

	<ul style="list-style-type: none"> • A prospective bidder requested to the BAC an illustration of the items being procured for better understanding of bidders. <ul style="list-style-type: none"> ➤ <i>The Committee took note of the request and asked the TWG if there are actual illustration of the items. If there are available illustrations, the above shall be reflected in the bid bulletin to be issued.</i>
<p>BIDDING FORMS</p>	<p>Section VIII Statement of Completed Similar Contracts Page No. 63</p> <ul style="list-style-type: none"> • The Secretariat reminded the prospective bidders to fill out all necessary details including the signature of authorized representative and date of completion. <p>List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not Page No. 64</p> <ul style="list-style-type: none"> • 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. <p>Omnibus Sworn Statement Page No. 59-62</p> <ul style="list-style-type: none"> • 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. <p>All Other Forms</p> <ul style="list-style-type: none"> • The Secretariat emphasized that the prescribed bidding forms provided in the bidding documents shall be used by the prospective bidders for their submissions. <p>Competent Evidence of Identity</p>

	<ul style="list-style-type: none"> 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	
OTHER MATTERS	<ul style="list-style-type: none"> 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 Vice-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 TWG 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 11:45 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on March 25, 2021.
PREPARED BY	<p>BAC Secretariat</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;"> <i>-not present-</i> MS. JENNELYN SABAREZ Ad Hoc Member, PS </p> <p style="text-align: center;">  MR. MARK VINCENT DIMAYUGA Provisional Member </p>

SIGNATURE REDACTED

ATTY. CARLA DIVINA ESPINO

Regular Member

SIGNATURE REDACTED

MS. SHARON BAILE

Vice - Chairperson

SIGNATURE REDACTED

MR. PAUL JASPER DE GUZMAN

Chairperson

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