

# MINUTES OF MEETING

Friday, January 29, 2021	10:00 AM	CONFERENCE ROOM C
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE VI</b>																																	
TYPE OF MEETING	<b>PREBID CONFERENCE</b>																																	
PROJECT	<b><i>Procurement of Cloth Mask for the Department of Health</i></b>																																	
REFERENCE NO.	<b>PB 21-008-6</b>																																	
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE VI</b></p> <table> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Maria Jennifer R. Jimenez</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Carla Divina B. Espino*</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Ray-ann V. Sorilla</td> <td>Provisional Member</td> </tr> </table> <p><b>SECRETARIAT</b></p> <table> <tr> <td>MS. MAYBELLINE N. GALANG</td> <td>Secretariat-in-Charge</td> </tr> </table> <p><b>TECHNICAL WORKING GROUP</b></p> <table> <tr> <td>Mr. Raymund Francis Lasam</td> <td>PS</td> </tr> </table> <p><b>Prospective Bidder(s):</b></p> <table> <tr> <td>Ms. Honey Jaramillo</td> <td>UDC</td> </tr> <tr> <td>Mr. Dennis S. Go*</td> <td>Crossix</td> </tr> <tr> <td>Ms. Maeah Isidro*</td> <td>CPSTI</td> </tr> <tr> <td>Ms. Marsha Pepino*</td> <td>Reliance Producers Cooperative</td> </tr> <tr> <td>Ms. Mia Huerta*</td> <td>Fort Bo Enterprises</td> </tr> <tr> <td>Ms. Evelyn Mandani*</td> <td>L&amp;T Phils.</td> </tr> <tr> <td>Ms. Emmyriza Mercado*</td> <td>L&amp;T Phils.</td> </tr> <tr> <td>Mr. Edgar Cornelio*</td> <td>Pharmastar Int'l. Trading Corp.</td> </tr> <tr> <td>Ms. Ann Marie Cunanan*</td> <td>Tabang Trophy Center and General Merchandise</td> </tr> <tr> <td>Mr. Enero P. Magtoto</td> <td>Metro Mobilia Corporation</td> </tr> </table>		Mr. Webster M. Laureñana	Chairperson	Ms. Maria Jennifer R. Jimenez	Vice-Chairperson	Atty. Carla Divina B. Espino*	Regular Member	Ms. Ray-ann V. Sorilla	Provisional Member	MS. MAYBELLINE N. GALANG	Secretariat-in-Charge	Mr. Raymund Francis Lasam	PS	Ms. Honey Jaramillo	UDC	Mr. Dennis S. Go*	Crossix	Ms. Maeah Isidro*	CPSTI	Ms. Marsha Pepino*	Reliance Producers Cooperative	Ms. Mia Huerta*	Fort Bo Enterprises	Ms. Evelyn Mandani*	L&T Phils.	Ms. Emmyriza Mercado*	L&T Phils.	Mr. Edgar Cornelio*	Pharmastar Int'l. Trading Corp.	Ms. Ann Marie Cunanan*	Tabang Trophy Center and General Merchandise	Mr. Enero P. Magtoto	Metro Mobilia Corporation
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	*Present thru Google Meet
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. THE SCHEDULED <b>PREBID CONFERENCE</b> STARTED AT <b>10:05 AM</b> WITH THE CHAIRPERSON PRESIDING.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. Having established the required quorum, the Secretariat proceeded with the presentation of the project.</li> </ol>

**DISCUSSION**

**I. BID DOCUMENTS**

<b>INVITATION TO BID</b>	<p>Section I Page 7 Item 1</p> <p>XXX</p> <p>The <b>PROCUREMENT SERVICE</b> invites PhilGEPS registered suppliers to bid for the following items in accordance with the provisions of <del>R.A. 11494 on the use of the RULES IN THE CONDUCT OF PROCUREMENT FOR GOODS WITH APPLICATION OF DOMESTIC PREFERENCE COVERED UNDER REPUBLIC ACT NO. 11494 OR THE BAYANIHAN TO RECOVER AS ONE ACT</del> <u>REPUBLIC ACT NO. 11519: AN ACT EXTENDING THE AVAILABILITY OF APPROPRIATIONS UNDER REPUBLIC ACT NO. 11494, OTHERWISE KNOWN AS THE “BAYANIHAN TO RECOVER AS ONE ACT”</u> under GPPB Resolution No. 19-2020:</p> <p>XXX</p> <p><b>The BAC clarified that the project is under R.A. 11519 which extends the R.A. 11494 or Bayanihan II.</b></p>
<b>INSTRUCTIONS TO BIDDERS</b>	<p>Section II Page 11 Item 1 Scope of Bid</p> <p>XXX</p> <p>The Procuring Entity, <i>Procurement Service - DBM</i> wishes to receive Bids for the <i>Procurement of Cloth Mask (Non-medical for Community use) for the Department of Health</i> {under a RA <del>11494</del> <u>11519</u>}, with Public Bidding No. 21-008-6.</p>

<p>BID DATA SHEET</p>	<p>Section III  Clause 15  Page 19</p> <p>XXX</p> <p>Bidders are requested to submit ONE (1) Original copy of the first and second components of its Bid and Copy No. 1 of the same documents.</p> <p>XXX</p> <p>A representative from Tabang Trophy Center &amp; General Merchandise asked if they need to submit different sets of documents for each lot.</p> <p><b><i>The Chairperson explained that if the bidder intends to participate in several lots, they have the option to submit one set on a per lot basis or they may submit one (1) set of documents provided that those documents intended for the specific lot are submitted.</i></b></p> <p>Clause 20.2  Item 2  Page 20</p> <p>XXX</p> <p>Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M). For this requirement, six (6) months from the opening of bids (June, July, August, September, October, November and December).</p> <p>XXX</p> <p><b>The BAC clarified that the required VAT Returns for six months covers the months from July to December, 2020.</b></p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL</p>	<p>NO DISCUSSION</p>

CONDITIONS OF THE CONTRACT	
SCHEDULE OF REQUIREMENTS	<p><b><i>The Chairperson explained that specific delivery sites will be clarified with the End User and will be reflected in the Bid Bulletin.</i></b></p>
TECHNICAL SPECIFICATIONS	<p>Section VII  Technical Specifications  Page 41</p> <p>XXX</p> <p>Item 3</p> <p>Mask shape: Flat fold, duckbill</p> <p>XXX</p> <p>Representative from Crossix asked if the curve shape was not really included in the mask shape.</p> <p><b><i>The Chairperson took note of the inquiry and will refer to the End User for consideration. Amendments and Clarifications will be reflected in the Bid Bulletin.</i></b></p> <p>XXX</p> <p>Item 1</p> <p>Fabric Type: Woven, knitted, non-woven or combinations</p> <p>XXX</p> <p>Representative from UDC clarified about the fabric type to be used.</p> <p><b><i>The Chairperson took note of the query and will refer with the End User for discussion and clarification.</i></b></p> <p>XXX</p> <p>Packaging and Labelling Instructions</p> <p>XXX</p>

Representative from Fort Bo Enterprise asked if there are special packing instructions from the End User? Quantity in one pack and quantity in one corrugated box.

***The Chairperson stated that the outer packaging must be clearly marked on at least four (sides) and shall be in accordance with the standard packaging of the manufacturer.***

Representative from UDC asked on which side of the box the sticker must be put.

***The BAC clarified that it can be placed in any or all sides as long as it is visible and provided it has the requirement that each carton or box must have the sticker with details of Philippine Government Property, Not for Sale with the date of manufacture as indicated in the Fig. 1 of labeling instruction in Section VII. Technical Specifications***

XXX

B. Additional Technical Requirement

Item 2

Provide an Accreditation or Certification from DTI or TESDA that the source of the cloth masks comes from Micro, Small, Medium Enterprises and/or Technical Education and Skills Development Authority (TESDA) scholars during Post-Qualification stage once notified as LCB.

XXX

A representative from UDC clarified that additional documents from DTI or TESDA will be submitted only during the Post Qualification Stage.

***The Chairperson replied to the affirmative.***

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XXX

Date of the Manufacture

XXX

	<p>Representative from Reliance Producers Cooperative inquired about the last part of technical specifications, there is the "date of manufacture". Is it applicable for this project?</p> <p><b><i>The Chairperson stated that the Date of Manufacture is a requirement of the End User and therefore must be complied with. Hence, it will be checked during the delivery of the item.</i></b></p>
<p><b>BIDDING FORMS</b></p>	<p>Bid Form Page 49</p> <p>XXX</p> <p>We agree to abide by this Bid for Bid Validity Period specified in BDS provision for <b>ITB</b> Clause <del>18.2</del> <u>14.2</u> and it remains binding upon us and may be accepted at any time before the expiration of that period.</p> <p>XXX</p> <p>XXX</p> <p>We certify/confirm that we comply with the eligibility requirements as per <b>ITB Clause</b> <del>Error! Reference source not found.</del> <u>5</u> of the Bidding Documents</p> <p>XXX</p>
<p><b>II. OTHER DISCUSSIONS</b></p>	
<p><b>OTHER MATTERS</b></p>	<ul style="list-style-type: none"> <li>➤ Representative from Metro Mobilia requested for the clarifications of the following: <ul style="list-style-type: none"> <li>● How many days will the winning bidder be paid after acceptance of goods?</li> </ul> </li> </ul> <p><b><i>The Chairperson explained that based on Cause 2.2 of Section V. Special Conditions of the Contract, "progress payment shall be made after acceptance of each delivery, provided that all documentations required must be complied with."</i></b></p> <ul style="list-style-type: none"> <li>● Will there be inspection and testing before acceptance of goods? If so, what is the name of the testing entity? How many days will the testing take?</li> </ul> <p><b><i>The Chairperson took note of the inquiry. Amendments and Clarifications will be reflected in the Bid Bulletin.</i></b></p>

- Are we required to submit 1 bid securing declaration for each lot?

***The Chairperson clarified that the bidder may opt to submit one bid securing declaration for all the lots they intend to participate, with indication of the specific lot/s or they may submit separate forms for each lot.***

- 7.1 of BDS provides: Subcontracting or outsourcing is required and Lowest Calculated Bidder (LCB) Must provide a Certification by the Department of Trade and Industry (DTI) and/or Technical Education and Skills Development Authority (TESDA) - Is this applicable only if portion of goods are locally sourced? For imported goods, does it apply also?
- After one month of warehousing, who shall be responsible for the cost of warehousing?

***The Chairperson took note of the inquiries and will refer to the End User for clarification. Amendments and Clarifications will be reflected in the Bid Bulletin.***

- Are goods considered delivered upon acceptance of the goods in the warehouse?

***The Chairperson took note of the requests and advised the bidder to put in writing all the clarifications for discussion with the End User and the Committee.***

- The representative from Fort Bo Enterprise inquired if the End User can provide a prototype sample of the folded and duckbill mask considering that there are several designs of folded and duckbill mask present in the market.

***The Committee took note of the concern and for further discussion with the End User.***

- The same bidder also inquired on the non-participation of bidder's with overdue due delivery in PS-DBM.

***The Chairperson clarified that condition applies for the same item (Cloth Mask) only as stated in BDS Clause 20.2***

- Representative from Tabang Trophy and General Merchandise inquired

	<p>on where to access the bidding document.</p> <p><b><i>The Chairperson manifested that the bidding document can be accessed and downloaded through the Procurement Service Website.</i></b></p> <p>➤ To further guidance of the prospective bidders, the Regular Member asked if there are any requirements with regard to the measurement of Cloth Mask.</p> <p><b><i>The Chairperson took note of the issue and will refer to the End-User for clarification.</i></b></p> <p><b><i>The Chairperson explained that all discussions shall not modify the bidding documents unless stated in the bid bulletin to be issued.</i></b></p>
<p><b>ADJOURNMENT</b></p>	<p>HAVING NO OTHER MATTERS FOR DISCUSSION, THE MEETING WAS ADJOURNED AT <b>12: 00 PM</b></p>
<p><b>CERTIFICATION</b></p>	<p>WE CERTIFY THAT THE FOREGOING IS TRUE ACCOUNT OF <b>PREBID CONFERENCE</b> CONDUCTED ON FRIDAY, JANUARY 29, 2021.</p>
<p><b>PREPARED BY</b></p>	<p><b>BAC Secretariat:</b></p> <p style="text-align: center;">SGD. <b>MS. MAYBELLINE N. GALANG</b> Secretariat</p>
<p><b>CERTIFIED CORRECT</b></p>	<p><b>Bids and Awards Committee VI:</b></p> <p style="text-align: center;">SGD. <b>MS. RAY-ANN V. SORILLA</b> Provisional Member</p> <p style="text-align: center;">SGD. <b>ATTY. CARLA DIVINA B. ESPINO</b> Regular Member</p> <p style="text-align: center;">SGD.</p>



**MS. MARIA JENNIFER R. RAMIREZ**  
Vice Chairperson

SGD.  
**MR. WEBSTER M. LAUREÑANA**  
Chairperson