

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Various Office Supplies Property Stocking 2018 Re-Bid

January 10, 2019 (Thursday) 1:00 p.m.

BAC Bidding Room, Ground Floor

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders / Visitors:

	Name	Company/Address
1.	None	

B. BAC Members and Staff:

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chair
2.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chair
3.	Marc Edward Velasco	BAC Member
4.	Manuel G. Bitog	BAC Member
5.	Epifanio G. Cordero, Jr.	BAC Member
6.	Erwin M. Guillermo	Head, TWG for Goods Services and Infrastructure (GSI)
7.	Atty. Maribel P. Rodriguez	Member, TWG for GSI
8.	Engr. Pedro I. Pineda Jr.	Member, TWG for GSI
9.	Norberto Dinglasan	Member, TWG for GSI
10.	Cristina M. Garcia	Member, TWG for GSI
11.	Oscar Papelera	BAC Secretariat Support Staff
12.	Jeanette B. Dinglasan	BAC Secretariat Support Staff
13.	Jun Michael T. Unzo	BAC Secretary
14.	Ariel Flores	BAC Secretariat Support Staff

C. Observer:

1.	Ethel M. Goh	Procurement Head
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The BAC Chair, who is presiding, called to order the Pre-Bid Conference for the project: Supply and Delivery of Various Office Supplies Property Stocking 2018 Re-Bid, with an Approved Budget for Contract of **One Million Two Hundred Thousand Eight Hundred Twenty Seven Pesos and 50/100 (Php 1,200,827.50)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Philgeps and Manila Times on December 27, 2018.

The BAC Chair proceeded to acknowledge the presence of the members of the BAC, the Technical Working Group (TWG), the BAC Secretariat and its Support Staff Procurement Office Head. Philippine Chamber of Commerce, Inc. (PCCI), Philippine Institute for Supply Management (PISM) and Commission on Audit (COA) were also invited, however, no representative were sent during the conference. Before proceeding with the Pre-Bid Conference proper, the Chair has announced that there was no prospective bidder/s present.

(the company name, its address and representatives as listed above were mentioned).

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The Chairperson started with discussing the requirements. Under the rules and regulations of the Procurement Law, bidders should follow the requirements set by the Agency. All instruction to bidders must be strictly be adhered to otherwise would be considered ineligible.



Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The following requirements are included in the checklist and discussed.

B. Eligibility & Technical (first envelope), Financial Component (second envelope) of the bid, and Instruction to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:

b.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):

1. The Application Form for Eligibility and Checklist for Goods must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization which is either sole proprietorship, partnership or corporation.
2. PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A" Platinum. Provided, in case the Registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit whose validity period had already lapsed / expired before the expiration of the Philgeps Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents valid as of the date of opening of bids.
3. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship. Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
4. The Corporation, Cooperative or Partnership's Article of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder, including its amendments thereto, if any. The General Information Sheet for 2018 shall be submitted in case bidder is a corporation. In case the following document is not applicable, a signed and notarized Statement of Non-Applicability should be submitted.
5. Duly signed and notarized Valid Joint Agreement, in case of Joint Venture. In case bidder does not have Joint Agreement, he must submit a duly signed and notarized Statement of Non-Applicability.
6. Duly signed and notarized statement of complete similar government and on-going private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
7. Duly signed and notarized statement of complete similar government and on-going private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
8. Duly Signed and notarized statement of completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty percent (50%) of the ABC.
9. End user's owner's certificate of commendation (for Bidders who have contract with PSC) or Certificate of Commendation from clients.
10. Income Tax Return (ITR) for 2017, (CTC by the BIR) and Audited Financial Statement (AFS) for 2017, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. Income Tax Returns for the First, Second and Third Quarter of 2018 (if applicable). Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.



11. Net Financial Contracting Capacity (NFCC) computation at least equal to ABC or Committed line of credit must be at least equal to ten percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal / Commercial bank, it shall be authenticated by a local Universal / Commercial Bank. The Bank issued Committed Credit Line must be specifically be for Procurement Project and must state the name of the Procuring Agency.

b.2. As to Technical Documentary Requirements:

12. Bid Security
 - Required Bid Security Form
 - Duly Signed and Notarized Bid Securing Declaration or any/either of the following :
 - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
 - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)
 - c) Surety Bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt Number, Validity period, Callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.
13. Technical specifications- must indicate if compliant with the technical specifications provided in the bid documents with the word "COMPLIED" for each item.
14. Tax Payers Identification Number/Certificate of Registration.
15. Tax Clearance Certificate per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR issued for bidding purposes valid as of the date of Opening of Bids.
16. Organizational Chart.
17. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a detailed list of their designation.
18. Duly signed and notarized statement of availability of equipment, owned, under lease; or a purchase agreement that may be used for the contract supported by a list of said equipment together with a proof of ownership or contract of lease.
19. Omnibus Sworn Statement stating the following: (refer to format in BDS, must be notarized. Bidders are to make sure that the statement is duly signed and notarized.
 - a. That the bidder is not blacklisted or barred from bidding by the national government, or any of its agencies, offices, corporations and LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
 - b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct.
 - c. That it is authorizing the HOPE or the BAC to verify all submitted documents.
 - d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and /or to represent the prospective bidder in the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture. So, bidder must name the person authorizing to represent during the bidding, in case the Corporation authorizes somebody to represent for and in its behalf. The Commission also requires that there shall be a Secretary Certificate attesting to that fact that the said person is authorize to do so, for and in behalf of the Corporation. If the bidder is a Corporation, bidder is required to submit a Secretary Certificate, or if others, a Special Power of Attorney from the owner, BAC Members will require such as during the bidding to verify if the representative is authorized.
 - e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA3019, (Anti Graft law) that the bidder is not related to the HOPE, BAC members, TWG, the BAC Secretariat, the Head of the PMO or the end user unit and the project consultants by consanguinity or affinity up to the third civil degree.
 - f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's.
 - g. That it complies with existing labor laws and standards. Bidders are to make sure that bidder have no case under the labor law.
 - h. That the bidder has no contract terminated by reason of default.
 - i. That it did not give or pay, directly or indirectly any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, or personnel or representative of the government in relation to any procurement project or activity.
20. Other documents as stated in the BDS such as Pre-Bid Minutes and Bid Bulletin, including Supplemental Bid Bulletin that may be issued prior to the Opening of Bids, if any.



- If the Bid qualifies and submitted all documents bidders shall be marked as eligible and hence shall be eligible for the opening of its financial envelope.

b.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)

1. The financial envelope shall contain the following information/documents and be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:
 - a. Duly signed bid prices in the Bill of Quantities;
 - b. Duly signed Proposal/Bid Form;
 - c. Recurring Maintenance Costs, if applicable (signed statement if not applicable)
2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

b.4. Instruction to Bidders/Open Forum and Miscellaneous

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. All original documents should be presented during the Opening of the Bids.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be brown in color and shall be labeled properly, as shown in the sample.
 - First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope.
 - Prospective bidders are free to improvise but reminded to strictly comply with the color.
 - Envelopes should be properly signed, sealed and labeled.
 - Bidders shall put the word "complied" in each of the technical specification, to manifest that the technical specification has been complied with.
 - Reiteration of the submission of Certificate of Non-Applicability for certain items where it is appropriate.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on January 23, 2018 at 1:00 p.m. at the same venue.
- E. The Duly signed and notarized statement or completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty percent (50%) of the ABC should be included/declared in the (No. 6 of the Eligibility Documentary Requirements) Duly signed and notarized statement of completed similar government and private contracts for at least three (3) years or more with copies of the contract.
- F. Bidders whose business permit has expired and was not secured their 2019 Business Permit may submit their 2018 Business Permit together with the Official Receipt for payment of renewal of such permit;
- G. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- H. The name of the project will be revised to "Supply and Delivery of Various Office Supplies Property Stocking 2019";
- I. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

There having no other questions raised, the pre-bid conference adjourned at 1:45 P.m.

Prepared by:


JUN MICHAEL T. UNZO
BAC Secretary

Noted by:


ATTY. GUILLERMO B. IROY, JR.
BAC Chair

