

## MINUTES OF THE OPENING OF BIDS

*Supply and Delivery of ID Cards, ID Jackets, ID Lace for Batang Pinoy 2019*

January 23, 2019 (Wednesday) 2:00 p.m.

BAC Bidding Room, Ground Floor

PHILIPPINE SPORTS COMMISSION

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

Present were:

### A. Prospective Bidder/Visitor:

|    | Name          | Company   |
|----|---------------|---|
| 1. | Susan J. Bucu | Azitorsog Inc.<br>103 Gloria St., Maria Subd., cor Ortigas Ext. Cainta, Rizal |

### B. BAC Members and Staff:

|     | Name                          | Position                      |
|-----|-------------------------------|-------------------------------|
| 1.  | Atty. Guillermo B. Iroy, Jr.  | BAC Chair                     |
| 2.  | Dir. Simeon Gabriel M. Rivera | BAC Vice Chair                |
| 3.  | Epifanio G. Cordero, Jr.      | BAC Member                    |
| 4.  | Manuel G. Bitog               | BAC Member                    |
| 5.  | Marc Edward D. Velasco        | BAC Member                    |
| 6.  | Cristina Garcia               | Member, TWG for GSI           |
| 7.  | Engr. Pedro I. Pineda, Jr.    | Member, TWG for GSI           |
| 8.  | Engr. Victoria P. Moya        | Member, TWG for GSI           |
| 9.  | Atty. Maribel P. Rodriguez    | Member, TWG for GSI           |
| 10. | Norberto Dinglasan            | Member, TWG for GSI           |
| 11. | Ariel Flores                  | BAC Secretariat Support Staff |
| 12. | Bernice Adante                | BAC Secretariat Support Staff |
| 13. | Oscar Papelera                | BAC Secretariat Support Staff |
| 14. | Elias Samorin                 | BAC Secretariat Support Staff |
| 15. | Jun Michael T. Unzo           | BAC Secretary                 |

### C. OBSERVERS

|    | Name               | Position                                     |
|----|--------------------|--|
| 1. | Ethel M. Goh       | Procurement Office, Head                     |
| 2. | Jenelle S. Cruz    | COA Representative                           |
| 3. | Teresito Fortaleza | End User/ Batang Pinoy 2019 Head Secretariat |

The Opening of Bids for the project *Supply and Delivery of ID Cards, ID Jackets, ID Lace for Batang Pinoy 2019* with an ABC of One Million Nine Hundred Eighty Seven Thousand Five Hundred Pesos (Php 1,987,500.00) was called to order at 2:31 p.m. at the PSC Bidding Room, Ground Floor, RMSC, and was presided over by the BAC Chair.

The BAC Chair before proceeding with the Opening of Bids, acknowledges the presence of the Members of the BAC, the BAC Secretariat, the Technical Working Group, Procurement Head, COA Representative. The Philippine Chamber of Commerce, Inc (PCCI) and Philippine Institute for Supply Management (PISM) were duly notified and invited to observe the conduct of the Opening of Bids but no representative were sent. The said project was posted at the PSC, PhilGeps website and Manila Times on January 03, 2019. For the project, one bidder submitted its bid proposal.

The BAC Chair proceeded then with the opening of the Eligibility/Technical Envelope from the lone bidder.

- Envelope of Azitorsog Inc. The mother envelope is properly marked, signed and sealed. The BAC Chair opened the mother envelope and it was noted that the documents were properly placed on a three separate envelopes. Details of which are as

| PARTICULARS  | REMARKS          |
|--|------------------|
| <b>As to Eligibility Documentary Requirements (FIRST ENVELOPE):</b>  |                  |
| 1. The Application Form for Eligibility and Checklist for Goods and Services must be properly be complied with and be chronologically arranged;  | Submitted/Pass   |
| 2. PhilGEPS Registration Certificate and Membership in accordance with the Section 8.5.2 of the IRR of RA 9184 . With Business permit  | Submitted / Pass |
| 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.   | Submitted/Pass   |
| 4. The Corporation, Cooperative or Partnership's Articles 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 also 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.   | Submitted/Pass   |
| 5. Duly signed and notarized Valid Joint Venture Agreement, in case bidder does not have Joint Agreement, he must submit a duly SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY  | Submitted/Pass   |
| 6. Duly signed and notarized statement of complete similar government and private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract:<br>A. Name of clients with contact numbers and addresses;<br>B. Date of award of contract;<br>C. Total contract cost; and   | Submitted/Pass   |
| 7. Duly Signed and notarized statement of on going similar government and private contracts awarded, supported by the Notice of Award and Notice to Proceed, if any.<br>A. Name of clients with contact numbers and addresses;<br>B. Date of award of contract;<br>C. Total contract cost; and   | Submitted/Pass   |
| 8. Duly Signed and notarized statement of completed single largest contract that is similar to the contract to be bid and whose values must be at least fifty (50%) of the ABC   | Submitted/Pass   |
| 9. End user's Certificate of Commendation (for Bidders who have contract with PSC or Certificate of Commendation from clients  | Submitted/Pass   |
| 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 Return for the First, Second and Third of 2018 (if applicable). Only tax returns and taxes through the BIR Electronic filing and Payment System (EFPS) shall be accepted.  | Submitted/Pass   |
| 11. Net Financial Contracting Capacity (NFCC) computations at least equal to the 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.   | Submitted/Pass   |
| <b>As to Technical Documentary Requirements:</b>   |                  |
| 12. Required Bid Security Form<br><br>Bid Securing Declaration AND any/either of the following:<br>a. Cash, Check, Cashier's Check, Manager's Check (2% of the ABC)<br>b. Bank Draft Guarantee or Irrevocable Letter of Credit (2% of ABC)<br>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 on demand, and the bid security amount. | Submitted/Pass   |
| 13. Conformity with the technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and   | Submitted/Pass   |
| 14. Tax payer's Identification Number / Certificate of Registration  | Submitted/Pass   |
| 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 the opening of the bids  | Submitted/Pass   |
| 16. Organizational Chart   | Submitted/Pass   |
| 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  | Submitted/Pass   |
| 18. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with proof of ownership or contact of lease.  | Submitted/Pass   |
| 19. Omnibus Sworn Statement stating the following: (refer to format in BDS, must   | Submitted/Pass   |

|   |                |
|---|----------------|
| <p>be notarized ) 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;</p> <ol style="list-style-type: none"> <li>a. That the Bidder is not "blacklisted: or bared from bidding by the National Government or any of is agencies, offices, corporation and LGUS. Including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB.</li> <li>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.</li> <li>c. That it is authorizing the HOPE or the BAC to verify all submitted documents.</li> <li>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.</li> <li>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.</li> <li>f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's.</li> <li>g. That it complies with existing labor laws and standards. Bidders are to make sure that bidder have no case under the labor law.</li> <li>h. That the bidder has no contract terminated by reason of default.</li> <li>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.</li> </ol> |                |
| 20. Other documents as stated in the BDS such as Pre-Bid Minutes, Bid Bulletin  | Submitted/Pass |
| 21. Sample of item bided out  | Submitted/Pass |

Having bidder eligible and complying with the Eligibility and Technical Documentary requirements, the BAC Chair proceeded to open the bidder's financial envelope and this resulted in the following:

| <b>Checklist for Financial Envelop Requirements for the BAC</b>                     |   |
|---|---|
| 1. Duly signed Bid Prices in the Bill of Quantities                                 | Pass  |
| 2. Duly Signed Proposal/Bid Form  | Pass<br><b>(Bid amount is<br/>Php 1,965,000.00)</b> |
| 3. Recurring Maintenance Costs, if applicable (signed statement if not applicable); | Pass  |

Azitorsog Inc. was declared the bidder with the single responsive calculated bid. The BAC Chair however emphasized that the BAC is not automatically bound to award the contract to the eligible and complying bidder; it shall still be subject to post-qualification evaluation by the TWG.

Bidder with the lowest calculated bid shall be informed of the results after the post evaluation. The BAC Chair addressed appreciation of the lone bidder who participated in the bidding.

Having no more questions, discussions and clarifications made, the Opening of Bids was adjourned at 2:41 p.m.

*Prepared by:*

**JUN MICHAEL T. UNZO**  
*BAC Secretary*

*Noted by:*

**ATTY. GUILLERMO B. IROY, JR.**  
*BAC Chair*