

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Supplies and Equipment Management and Inventory System for Procurement, Property and Accounting Office Process Automation (Re-bid)

July 25, 2019, 11:20 AM

Conference Room

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Jon Alfonso	Pointwest - 12F Citibank Center, 8741 Paseo De Roxas, Makati City
2.	Adrian Camacho	Platform Studios - 195 Carriedo St., San Juan City
3.	Anna Aquino	Wizzard Technologies, Inc. - Unit 2014 Centerpoint Bldg., Julua Vargas cor. Garnet KD, Ortigas Center, Pasay City
4.	Jaime Principe, Jr. & Maria Cristina Juan	ITG - JFCR Hexagon Corp., Quezon Ave., Quezon City
5.	Dinno Mangan	Orange Manila, Inc. - Legaspi Village, Makati
6.	Laura Encinas & Mark Arvin Dionisio	Doña Alejandra, Inc. - Quezon City

B. BAC Members and Staff

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
3.	Epifanio G. Cordero, Jr.	BAC Member
4.	Marc Edward D. Velasco	BAC Member
5.	Anna Christine S. Abellana	BAC Member Alternate
6.	Abigail Marie V. Rivera	BAC Member Alternate
7.	Ethel M. Goh	BAC Secretary
8.	Jun Michael T. Unzo	Assistant BAC Secretary
9.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
10.	Jeanette Dinglasan	BAC Secretariat Support Staff
11.	Oscar Papelera, Jr.	BAC Secretariat Support Staff
12.	Ariel Flores	BAC Secretariat Support Staff
13.	Justine Anne Buhat	BAC Secretariat Support Staff

C. TWG

	Names	Position
1.	Atty. Michelle Labajanan	TWG Member
2.	Erwin Guillermo	TWG Member
3.	Caroline Tobias	TWG Member
4.	Irene Dato	TWG Member
5.	Engr. Victoria Moya	TWG Member

D. Others

	Names	Position
1.	Engr. Jose Damole	Consultant
2.	Rovilyn Gofredo	End-User

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Supplies and Equipment Management and Inventory System for Procurement, Property and**

Accounting Office Process Automation (Re-bid), with an Approved Budget for Contract of **Three Million Six Hundred Thousand Pesos (Php 3, 600, 000.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on July 17, 2019.

The BAC Chairman acknowledged the presence of the BAC members, the BAC Secretariat, Technical Working Group (TWG) members and Other/s. The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above was mentioned).*

The Philippine Chambers of Commerce, Inc. (PCCI), Commission on Audit (COA) Representative and Philippine Institute for Supply Management (PISM) were invited, however, the said offices failed to send representatives to attend the Pre-Bid Conference.

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The BAC Chairman 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 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. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". 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 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 2019** 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.
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 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 ongoing similar government and private contracts awarded, supported by the Notice of Award and Notice to Proceed, if any:
 - 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 Certificate of Commendation of Satisfactory Performance (for Bidders who have contract with PSC) or Certificate of Commendation of Satisfactory Performance from Client.
10. Income Tax Return (ITR) for 2018, (CTC by the BIR) and Audited Financial Statement (AFS) for 2018, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. **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) 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. The Bank issued Committed Credit Line must be specifically be for Procurement Project and must state the name of the Philippine Sports Commission;

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;

PROJECT DESCRIPTION:

1. OBJECTIVES

The objectives of our proposed system is to help the agency:

- Maintain an Updated Record of Inventory of Supplies and Assets
- Attain effectiveness
- Achieve timeliness
- Automation of Reportorial Requirements

2. LEGAL BASIS

The system shall be in accordance with the Government Accounting Manual - Volume 1 & 2 and other pertinent rules, regulations and memorandum circulars of the Department of Budget and the Commission on Audit.

3. FUNCTIONAL SPECIFICATIONS OF THE SYSTEM

Procurement Module

- Purchase Request (PR)
 - Ability to record purchase orders (PO)
 - Ability to define series of control number of PO
 - Ability to generate reports pertaining to PO Status

Inventory of Supplies

- Inspection and Acceptance Report (IAR)
 - Ability to receive goods based on PO, APR and other documents

- Ability to input completeness and perform changes in items received
- Ability to print report of List of Items Received
- Requisition and Issue Slip (RIS)
 - Ability to allow authorized employees to request items
 - Ability to issue items as per approved RIS
 - Ability to print report of List of Items Issued
- Inventory Custodian Slip (ICS) for Semi-Expendable Items
 - Ability to issue ICS if items are below threshold of Php 15,000 or based on preferred policy
 - Ability to monitor useful life of Semi-Expendable Items
- Stock Card (SC)
 - Ability (without additional encoding) to automatically generate Stock Card based on the receipts and issuance of each specific supply and the balance at any given time.
- Report on Supplies and Materials Issued (RSMI)
 - Ability (without additional encoding) to automatically generate RSMI including the recapitulation of all data.
 - Ability to use Weighted Average Method of costing in the receiving and issuance of items.
- Report on the Physical Count of Inventories (RPCI)
 - Ability to input actual count of inventory and make necessary adjustments.

Registry of Property and Equipment

- Property Acknowledgment Receipt (PAR)
 - Ability to issue PAR to accountable employee
 - Ability for each employee to monitor a list of his/her accountable items
- Property Card (PC)
 - Ability to monitor the receipt, issuance, return, transfer of specific property and equipment.
 - Ability to perform a straight line method of depreciation
- Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
 - Ability to perform physical count of all properties and equipment
- Property, Plant and Equipment Ledger Card (PPELC)
 - Ability to generate PPELC at any given time which details the acquisition, description, custody, estimated useful life, depreciation, impairment, and other information about the property.
- Inventory and Inspection Report of Unserviceable Property (IIRUP)
 - Ability to tag the status of each property as Unserviceable or other preferred status name.
 - Ability to generate IIRUP at any given time
- Waste Material Report (WMR)
 - Ability to dispose assets using WMR
- Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP)
 - Ability to report lost, stolen, damaged or destroyed property
- Property Transfer Report
 - Ability to transfer properties by from one accountable officer/agency/fund cluster to another.
 - Ability to transfer properties by donation, re-assignment, relocation or other.

***Mobile Capabilities**

Asset Information

- Ability to update the asset information through the mobile application

4. SOFTWARE APPLICATION AND IMPLEMENTATION

SOFTWARE DEVELOPER shall provide PSC an integrated Asset Management System. The proposed system shall be implemented in the most efficient manner over a period of **3 to 4 months**. Activities include installation, end-user training, parallel run and final "live run".

5. RESPONSIBILITY

SOFTWARE DEVELOPER shall undertake the implementation of the said system and training of staff.

PSC's responsibility consists of:

- cooperating and allocating the time during the implementation phase of SOFTWARE DEVELOPER.
- System environmental hardware requirements such as hardware and support software (ex. Databases)
- manpower in preparation, recording, printing and reviewing of all reports, filing of all documents
- data backup and accuracy of all data in the system.

6. EXCLUSIVE USE; NUMBER OF USERS

All drawings, specifications, designs, source codes, reports, other documents, hardware, and software licences, prepared and acquired by the Consultant is for the exclusive use of the Procuring Entity under this Contract. It shall become and remain the property of the Procuring Entity and the End User.

7. CUSTOMIZATION

The software should be an existing product that can be customized according to the requirements of PSC. Full customization of the system is required based on the requirement of the PSC, however in accordance with the existing government procedures and regulations. The vendor will be required to present a live demonstration / proof-of-concept (POC) of the proposed application software within 7 days of the opening of bids.

8. PRICING

The cost of the proposed system must be inclusive of VAT. The cost includes all modules specified above, customization, implementation, training and one year maintenance support.

9. WARRANTY

The system shall be covered by a one (1) year warranty upon product go live. An optional maintenance fee can be proposed by vendor, and which will be billed on an annual basis.

9. QUALIFICATIONS

The vendor should have a track records for software development for the past 10 year, and have a track records for offering software services to a government agency for past 5 years.

10. ADDITIONAL DESIRABLE FEATURES

The system must be open/ready for future integration such as, but not limited to, barcode tag generation and barcode scanning. This technology should interface with the asset.

Delivery Schedule: Ninety (90) calendar days upon issuance of Notice to Proceed

The BDS of the software must be anchored to the qualification of the said project (*item no. 9*) for in the requirement of the BAC as to the completed similar government and private contracts (*item no. 6 in the checklist*), it only states 3 years.

A bidder asked if they could get the soft copy of the bidding document in advance and when is the submission of bids. The BAC Chairman replied that the soft copy can be downloaded and the bidder can check with the BAC Secretariat and on the submission of bids, he said it will be announced on the later part of the Pre-Bid Conference.

A bidder asked the what kind of hardware will be installed with (*item number 2, on mobile capabilities*) and was replied by the end-user that it is a wall base kind of hardware.

He asked is there a specific application that can be done and the end-user replied that it should be compatible with android.

He asked if they they can ask for the specification of the site which the end-user responded that those it will be discussed.

He asked what kind of environment the said project will be installed with. The end-user replied that it should be windows 2012.

He asked what kind of database is using. The end-user said that it depends on the specification.

He asked what does the "exclusive use" and "consultant" mean in the term of reference. The end-user stated the bidder is the consultant and exclusive use is, the system created shall be exclusively to the Procuring Entity.

He asked if the warranty is upon post-qualification or submission. The BAC Chairman responded that the warranty should be submitted on the Opening of Bids.

He clarified the delivery period for it says 90 calendar days however, on item number 4, it states there that it should be 3-4 months of implementation. The BAC Chairman said that the delivery period is 120 calendar days.

He also asked if item number 10 is optional. The end-user replied that it is open for integration. The BAC Chairman added that it is a requirement. And will issue a Supplemental Bid Bulletin.

The BAC will issue a Supplemental Bid Bulletin on delivery period, from 90 calendar days to 120 calendar days.

11. Tax Payers Identification Number/Certificate of Registration;
12. 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;
13. Organizational Chart;
14. 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;
15. 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 a proof of ownership or contract of lease;
16. Omnibus Sworn Statement stating the following: (refer to format in BDS, must be 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 Head of the Procuring Entity or his duly authorized representative/s 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;
 - e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of R.A. 3019 (*that the bidder is not related to the Head of the Procuring Entity, members of the BAC, the 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;
 - 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.
17. 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 and notarized bid prices in the Bill of Quantities;
 - b. Duly signed and notarized Proposal/Bid Form;
 - c. Duly signed and notarized Recurring Maintenance Costs, if applicable (signed and notarized 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. If submitted a certified true copy document, all original documents should be presented during the Opening of the Bids, for verification of the same purposes.
- 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 property 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 August 06, 2019 at 10:00 AM at the same venue. Late submission of bid documents will not be accepted. The bidders must come on or before 10:00 AM to the venue where the opening of bids will take place.
- 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 has 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 photocopy of signatory’s Government Issued Identification Card should be attached to each notarized document, as a mandatory requirement for notarization.
- H. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- 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 11:30 AM.

Prepared by:

MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:

ETHEL M. GOH
BAC Secretary

Noted by:

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman