

MINUTES OF THE PRE-BID CONFERENCE
Supply and Delivery of Emergency Survival Kits for PSC Employees—Negotiated
March 5, 2020, 11:40 AM
BAC Bidding Room
PHILIPPINE SPORTS COMMISSION
RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Gracean Escobedo and Dionimar Baquin	T3ck Trading - 8Lt. Amb. F. Neri St., Blue Mountain Subd., Antipolo City
2.	Ericca Delator	Ancclaze Trading - Unit 2032 Grand Central Residences, Sultan St., Mandaluyong City

B. BAC Members and Staff

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Manuel G. Bitog	BAC Vice-Chairman
3.	Marc Edward D. Velasco	BAC Member
4.	Epifanio G. Cordero, Jr.	BAC Member
5.	Anna Christine S. Abellana	BAC Member
6.	Atty. Michelle C. Labajanan	BAC Secretary
7.	Oscar A. Papelera, Jr.	BAC Support Staff
8.	Ariel C. Flores	BAC Support Staff
9.	Jeanette B. Dinglasan	BAC Support Staff
10.	Ma. Luisa Carmela D. Berguia	BAC Support Staff
11.	John Cedric B. Honda	BAC Support Staff

C. TWG

	Names	Position
1.	Erwin M. Guillermo	TWG Member
2.	Irene N. Dato	TWG Member
3.	Belinda David	TWG Member
4.	Norberto C. Dinglasan	TWG Member

D. Others

	Names	Position
1.	Ethel M. Goh	Procurement Head
2.	Reb V. Viduya	End-User
3.	Juan Paolo B. Dinglasan	End-User

E. Observers

	Names	Position
1.	Jenelle S. Cruz	Commission on Audit Representative
2.	Cyrill Gay C. Celerinos	Commission on Audit Representative

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Emergency Survival Kits for PSC Employees—Negotiated**, with an Approved Budget for the Contract of **Two Million Nine Hundred Eighty-Two Thousand Pesos (Php 2, 982, 000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, the BAC Secretariat, the TWG, and the Commission on Audit (COA) Representatives. The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above were mentioned)*

The Philippine Chambers of Commerce, Inc. (PCCI), 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 R.A. No. 9184. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

The BAC Chairman emphasized that the project is subject to negotiated procurement—two failed biddings pursuant to Sec. 53.1 of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184.

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 of R.A. No. 9184. 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 presented to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and the PSC website 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 requirements are included in the checklist and discussed.

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

B.1. 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 whether sole proprietorship, partnership or corporation;
2. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the IRR together with the Annex "A". Provided, in case the registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit validity period had lapsed/expired before the expiration of the PhilGEPS Certificate, Bidder/s is required to submit a copy of the said 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;
5. **The Latest Due General Information Sheet** shall also be submitted in case bidder is a corporation. In case the following documents are not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted;
6. Valid Mayor's Permit;
7. Duly signed and notarized valid Joint Venture 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**;
8. Duly signed and notarized statement of completed 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;

The bidders will be provided a standard form.

9. 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, including:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;

The bidders will be provided a standard form.

10. **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**;
11. End user's Certificate of Commendation of Satisfactory Performance (for Bidders who have contract with PSC) or Certificate of Commendation of Satisfactory Performance from other Clients;
12. 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;
13. ***Income Tax Return for the last Quarter of 2019 (if applicable). Only Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted;***
14. Net Financial Contracting Capacity (NFCC) computations at least equal to the ABC OR Committed line of credit which 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 specifically be for Procurement Project and must state the name of the Procuring Agency;

B.2. As to Technical Documentary Requirements:

15. Bid Security, in either of the following forms:
 - **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 bid security amount;
16. Technical Specifications;

**Survival Go Bag Single
Compartment Water Resistant
Bag with ID Holder**

 - >Backpack Type
 - >Materials: 600 Denier Cordura and 210 Denier Polyester lining
 - >Dimensions: L x W x H 11.5" x 9" x 17"
 - >2 front pocket, subpocket outside and 9 pockets inside
 - Color: Orange
 - Must have the corresponding
Manufacturer's Certificate
 - Includes the following items:**
 - **Cotton Gloves - 426 pairs**
 - >Knitted poly/cotton gloves with PVC dots, one size fits all
 - **Dust Mask N95 - 426 pcs**
 - >White color disposable. Welded strap attachment, adjustable noseclip helps provide a custom fit and secure seal.
 - **Clean Gloves - 426 pcs**
 - >Disposable, powdered non sterile latex gloves
 - **Facemask - 426 pcs**
 - >Bacterial Filtration Efficiency, 3ply latex free, fluid resistant
 - **Plastic Trashbag - 852 pcs**
 - >Can be used for several practical uses
 - >Oxio Biodegradable: sizes 22" x 24" and 26" x 32"
 - **Help Banner (Flaglet) - 426 pcs**
 - >Can be used to signal for Help
 - >Size: 24" x 11.5"
 - >Color: Yellow
 - **First Aid Kit, Mini - 426 sets**
 - Includes the following:
 - >1 pc Cold Rub Ointment (10g)
 - >5 pcs sterile Gauze dressing (2x2)

- 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 are reminded to strictly comply with the required color.
 - Envelopes should be properly signed, sealed and labeled.
 - Bidders shall put the word "COMPLY" or "NOT COMPLY" against each of the individual parameters of each specification stating the corresponding performance parameter of the offer, and to manifest that the technical specification has been complied with.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on March 18, 2020 at 10:00 AM in 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. A photocopy of signatory's Government Issued Identification Card should be attached to each notarized document, as a mandatory requirement for notarization.
- F. A supplemental bid bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- G. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

The BAC Secretary reminded the bidders that the similar contract for the said project is Supply and Delivery of Emergency Survival Kits. The BAC Secretary likewise reminded the bidders to put the word "COMPLY" or "NOT COMPLY" against each of the individual parameters of each of the technical specifications.

The BAC will issue a Supplemental Bid Bulletin that the bidders must submit samples on the day of the opening of bids. Bidders who participated in the last failed bidding and submitted sample are no longer required to submit one, except those who pulled-out their samples submitted during the previous bidding.

A prospective bidder asked if a company with the existence of two and a half (2 ½) years can participate in the said bidding. The BAC Chairman responded that the company must at least in existence of three (3) years to qualify for the said bidding.

There having no other questions raised, the Pre-Bid Conference adjourned at 12:10 PM.

Prepared by:



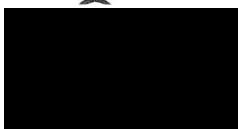
MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Approved by:



ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted



ATTY. GUILLERMO B. IROY, JR.
BAC Chairman