

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Rubber Balls for Property Stocking Replenishment

06 January 2021, 10:00 AM

3rd Floor, Administration Building

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders

	Name	Company/Address/Contact No/E-mail Address
1.	Carol Lobaton	Sonak Corporation - Sonak Ctr. KM. 18 West Service Rd. Parañaque City - 09175941583 - carol.lobaton@sonak.com.ph
2.	Haydee M. Ong	Sol Sporting Goods - Unit 609 Royal Plaza Twin Tower, 648 Remedios St., Malate, Manila - 09178940419 - solsportinggods@gmail.com
3.	Nelia Barrameda	Astran Mktg & Gen. Contractor, Inc. - 1407 Suntrust Plaza Capitol, Matalino St., Quezon City - 09177108074 - astranmktginc@yahoo.com
4.	Delilah Malicdem	Alpha Quality Express, Inc. - City Plaza Golf, Pasig City - 09157557542 - alphaqualityexpressinc@yahoo.com
5.	Bryan Cabading	Crayon Sporting Goods - 1775 Fabie, Sta. Ana, Manila - 09955340096 - ernestbryancabading@gmail.com

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.	Anna Christine S. Abellana	BAC Member
6.	Charlie C. Esquivel	Alternate BAC Member
7.	Atty. Michelle C. Labajanan	BAC Secretary
8.	Oscar A. Papelera, Jr.	BAC Support Staff
9.	Ariel C. Flores	BAC Support Staff
10.	Jeanette B. Dinglasan	BAC Support Staff
11.	Ma. Luisa Carmela D. Berguia	BAC Support Staff

C. TWG

	Names	Position
1.	Norberto C. Dinglasan	TWG Member
2.	Irene N. Dato	TWG Member
4.	Caroline S. Tobias	TWG Member

D. Observers

	Names	Position
1.	Salvacion De Los Angeles	Supervising Auditor

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Rubber Balls for Property Stocking Replenishment**, with an Approved Budget for the Contract of **Eighteen Million Two Hundred Fifty Thousand Pesos (Php18, 250, 000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, PMO and the representative of the Commission on Audit. The Philippine Chamber of Commerce and Industry (PCCI) and Philippine Institute of Supply and Management (PISM), were invited, however, the said offices failed to send their representatives to attend the Pre-Bid Conference.

The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above were mentioned)*

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.

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.

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. Bidders must 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 Technical Component Envelope, Financial Component 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:

The Checklist of Technical and Financial Documents must state the name of the bidder, office address, telephone no, fax no., email address, authorized managing officer, citizenship, position and/or designation, type of organization whether sole proprietorship, partnership or corporation.

B.1. Technical Component Envelope

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and

- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

The BAC Secretary manifested that pursuant to GPPB Resolution No. 9-2020, bidders may submit an expired Mayor's Permit provided that the official receipt of the renewal of the same be presented on the opening of bids, however, they are bound to comply the same after the award and prior the processing of payments.

- and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and

The BAC Secretary manifested that as stipulated in the ITB Clause 5.3, the similar contract to the project is Supply and Delivery of Sporting Goods and completed within three (3) years prior to the deadline for the submission and receipt of bids.

- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; and

The BAC Secretary manifested that pursuant to GPPB Resolution No. 9-2020, unnotarized Bid Securing Declaration may be accepted provided that the notarized copy of the same must be submitted after award and prior to the processing of payments.

- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and

The following technical specifications were discussed:

Basketball, Rubber, Size 7

- > 25,000 pieces
- > high quality rubber cover material for ball surface durability.
- > with butyl bladder for good air retention.
- > high quality nylon cord wound.
- > all weather, all surface.
- > superior durability.
- > 8 panel
- > official size and weight.
- > circumference: 750mm
- > weight 567g-650g
- > good for outdoor.
- > branded.
- > with "Philippine Sports Commission" in embossed print.
- > color: orange

Volleyball, Rubber, Size 5

- >25,000 pieces
- >high quality rubber cover material for ball surface durability.
- >with butyl bladder for good air retention.
- >high quality nylon cord wound.
- >all weather, all surface.

- >superior durability.
- >12 panel ball
- >official size and weight.
- >circumference: 650mm – 670mm weight 260g – 280g
- >branded.
- >with “Philippine Sports Commission” in embossed print.
- >color: white

Football, Rubber, Size 5

- >25,000 pieces
- > high quality rubber cover material for ball surface durability.
- > with butyl bladder for good air retention.
- > high quality nylon cord wound.
- > superior durability.
- > 32 panel ball
- > official size and weight.
- > circumference: 680mm – 700mm weight 410g – 450g
- > branded.
- > with “Philippine Sports Commission” in embossed print.
- > color: white and black

Delivery Terms:

Description	Quantity	Total	Delivered, Weeks/Months
Basketball, Rubber, Size 7	25,000 pieces	25,000 pieces	<p>1st Delivery: 12,500 pieces within 45 calendar days from receipt of the Notice to Proceed.</p> <p>2nd Delivery: 12,500 pieces within 45 calendar days from the date of the 1st Delivery.</p>
Volleyball, Rubber, Size 5	25,000 pieces	25,000 pieces	<p>1st Delivery: 12,500 pieces within 45 calendar days from receipt of the Notice to Proceed.</p> <p>2nd Delivery: 12,500 pieces within 45 calendar days from the date of the 1st Delivery.</p>
Football, Rubber, Size 5	25,000 pieces	25,000 pieces	<p>1st Delivery: 12,500 pieces within 45 calendar days from receipt of the Notice to Proceed.</p> <p>2nd Delivery: 12,500 pieces within 45 calendar days from the date of the 1st Delivery.</p>

The BAC Secretary reminded the prospective bidders to indicate “comply” or “not comply” against each of the individual parameters of each of the technical specifications, as stated in the BDS.

The BAC Secretary manifested that the PMO submitted two (2) samples of the balls, the other sample is printed with PSC logo and the other one is printed with “Philippine Sports Commission.”

The BAC Chairman stated that the Bids and Awards Committee will issue a Supplemental Bids Bulletin on the samples of the rubber balls.

The BAC Secretary emphasized that as stated in the ITB Clause 20.2, in order to support the sports industry of the Philippines pursuant to section 7 (h) or R.A. No. 6847, the balls shall be made in the Philippines. Hence, all bidders are required to submit a certification from the manufacturers as evidence as to manufacturing of the balls. The BAC Chairman stated that this is also in support to Section 43.1.2 of the R.A. No. 9184 and its IRR.

- (i) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

The BAC Chairman emphasized that the potential joint venture should comply with the legal requirements stipulated in the BDS, and that the existence of both companies that will enter into a joint venture is at least three (3) years, as stated in the ITB Clause 5.3.

Other documentary requirements under RA No. 9184 (as applicable)

- (m) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

B.1. Financial Component Envelope

- (a) Original of duly signed and accomplished Financial Bid Form; and
- (b) Original of duly signed and accomplished Price Schedule(s).

It was emphasized that the bidding procedure will be conducted through open competitive procedures using non-discretionary "pass/fail" criteria as specified in the 2016 Revised IRR of R.A. No. 9184. The bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country, the laws or regulations of which grant similar right or privileges to Filipino citizens, pursuant to R.A. No. 5183.

The BAC Secretary reiterated that the Opening of Bids is on 18 January 2021, 02:00 PM at the same venue. As stated in the Invitation to Bid, the Opening of Bids will be conducted in person. Therefore, bidders are required to submit a negative RT-PCR test result taken at least three (3) days prior to the Opening of Bids and must likewise fill-out the Health Declaration Form provided by the PSC-MSAS two (2) days before the Opening of Bids. Link to the Health Declaration Form is stated in the ITB.

C. Instruction to Bidders

1. Bid should be in chronological order, tabbed, and signed by the authorized representative.
2. Request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC at least 10 calendar days before the deadline for submission and receipt of bids (Sec. 25.5.1, IRR, RA No. 9184; ITB Clause 9).
3. The bidders must submit two (2) envelopes, one (1) original and a copy that shall be placed in the mother envelope. Envelopes must be brown in color and shall be properly signed, sealed, and labeled, as shown in the sample. Bidders are free to improvise but must strictly comply with the color.
4. All pages of the bid should be signed by the authorized representative.
5. All copies of documents should be presented during the Opening of Bids.

6. Bidders shall put "Complied" in each of the technical specification to manifest that the same has been complied with.
7. A photocopy of the signatory's government issued ID must be attached to each notarized document.
8. Opening of Bids is on 18 January 2021, 02:00 PM at the same venue.

The BAC Secretary asked the BAC Chairman if the bidders are required to bring samples on the opening of bids. The BAC Chairman replied that sample to be presented on the opening of Bids is a mandatory requirement, hence, a Supplemental Bid Bulletin will be issued to address the same.

Bidders Clarifications/Questions:

1. Ms. Lobaton, from Sonak Corporation, asked for clarifications on the requirements that the balls must be made in the Philippines and on the requirement stated in the technical specification that the items should be branded. The BAC Chairman replied that the word "branded" does not mean that it should be an international brand.

The BAC Secretary stated that in ITB Clause 20.2, it is only stipulated therein that a certification from the manufacturer is required to be submitted. The BAC Chairman said that to ensure that the product is made in the Philippines the bidders are required to submit a certification from the DTI to prove that the balls are made in the Philippines. The BAC Secretary reiterated the same and that a Supplemental Bid Bulletin will be issued.

2. Ms. Lobaton likewise asked on the period of inquiry after the Pre-Bid Conference. The BAC Chairman replied that if there are queries after the Pre-Bid Conference, it must be in writing, submitted to the office of the BAC Secretariat and addressed to the BAC Chairman ten (10) days prior to the Opening of Bids.
3. Ms. Ong, from Sol Sporting Goods, asked if her company is eligible to the requirement of at least three (3) years of company existence. According to her, their family business, named New Star Sporting Goods, is a Sole Proprietorship operating for forty (40) years. However, in 2019, she opened a new business, Sol Sporting Goods. The BAC Chairman replied that the original name of a company can be amended provided that the same company is registered in the relevant Business Permit and Licensing Office. However, a newly established company, with a different owner is different, as shown in the business registration and other supporting documents. Thus, the Procuring Entity will require the Audited Financial Statement and statement of ongoing contracts as required by the rules.

The BAC Chairman reiterated that the safety protocols must be strictly followed. He reminded the bidders to submit their bids on or before 02:00 PM of 18 January 2021. And to read the BDS and PBD for the requirements to be thoroughly followed.

The Pre-Bid Conference adjourned at 10:45 AM.

Prepared by:



MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Approved by:



ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:



ATTY. GUILLERMO B. IROY, JR.
BAC Chairman