

## MINUTES OF THE PRE-BID CONFERENCE

*Supply and Delivery of Customized Shirts and Bags for Donation to PSC Stakeholders*

5 August 2021, 10:00 AM

Athlete's Dining Hall, Administration Building

PHILIPPINE SPORTS COMMISSION

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

Present were:

### A. Prospective Bidders/Visitors

	<b>Names</b>	<b>Company and Address</b>
1	Fernando Lumaban <sup>1</sup>	EFPIEL Enterprises - Quezon City

### B. BAC Members and Staff

	<b>Names</b>	<b>Position</b>
1	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2	Manuel G. Bitog	BAC Vice-Chairman
3	Anna Christine S. Abellana	BAC Member
4	Charlie C. Esquivel	Alternate BAC Member
5	Violeta R. Tuazon	Provisional BAC Member
6	Karlo Paolo R. Pates	Provisional BAC Member
7	Atty. Michelle C. Labajanan	BAC Secretary
8	Oscar A. Papelera, Jr.	BAC Support Staff
9	Ma. Luisa Carmela D. Berguia	BAC Support Staff

### C. TWG

	<b>Names</b>	<b>Position</b>
1	Caroline S. Tobias	TWG Member
2	Rovilyn G. Gofredo	TWG Member
3	Cristina M. Garcia	TWG Member

### D. Others

	<b>Names</b>	<b>Position</b>
1	Ethel M. Goh	Procurement Head

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Customized Shirts and Bags for Donation to PSC Stakeholders**, with an Approved Budget for the Contract of **Five Million Ninety-Two Thousand Five Hundred Pesos (Php5,092,500.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, and other attendees. No representatives from the Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI) and Philippine Institute of Supply and Management (PISM) were present despite prior notice.

## **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.

---

<sup>1</sup> Arrived at 10:28AM

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) [Certificate of Incorporation, Articles of Incorporation and By-Laws], 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;  
and

Pursuant to GPPB Resolution No. 9-2020, if the Mayor's Permit/Business Permit is not yet issued, prospective bidders may submit their expired Mayor's Permit/Business Permit with the Official Receipt of payment as proof of renewal application.

- (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

Single Largest Contract is fifty percent (50%) of the Approved Budget for the Contract or Php2,546,250.00 The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of General Merchandise and have been 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 Bid Security may be in the following forms:

- g.1. Cash, Check, Cashier's Check, Manager's Check – 2% of the ABC or Php101,850.00;
  - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php101,850.00;
  - g.3. Surety Bond – 5% of the ABC or Php254,625.00, must be valid 120 days from the date of the 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.
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
  - (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.

In accordance with the GPPB Resolution No. 9-2020, prospective bidders may submit unnotarized Omnibus Sworn Statement provided that a notarized Omnibus Sworn Statement will be submitted after the award but before payment.

#### 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.

Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC. The Committed Line of Credit must be at least equal to ten percent (10%) of the ABC or Php509,250.00.

#### **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.

#### 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.

The Technical Specifications and Schedule of Requirements were discussed.

Item	Specification
1	<b>T'nalak Backpack – 1,500 pieces</b>
	Handwoven T'nalak fabric backpack
	Capacity: 13 liters
	With 2 shoulder straps
	With one external zipped pocket (front)
	Dimensions: Height: 33 cm. Length: 26 cm. Width: 13 cm.
2	<b>T-Shirt – 1,500 pieces</b>
	Round neck
	Dry-fit
	Digital full sublimation (as per design)
	Colors: (Please see attached reference)
	PSC LOGO: 3 inches x 3 inches
	Breakdown of sizes:  Extra small – 100 pcs Small – 400 pcs Medium – 400 pcs Large – 400 pcs XL – 100 pcs XXL – 100 pcs
	3
With collar	
Dry-fit	
Digital full sublimation (as per design)	
Colors: (See shirt design)	
PSC LOGO: 3 inches x 3 inches	
Breakdown of sizes:  Extra small – 200 pcs Small – 900 pcs Medium – 1,000 pcs Large – 1,000 pcs XL – 200 pcs XXL – 200 pcs	
Other Requirements	
T-Shirts sizes packed randomly.	
The polo shirts must be packed according to sizes.	
Delivery Period: 1st batch: Within 30 calendar days from receipt of the Notice to Proceed 2nd batch: Within 45 calendar days from	

receipt of the Notice to Proceed
----------------------------------

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	T'nalak Backpack	1,500 pieces	1,500 pieces	<p><b>1<sup>st</sup> Delivery:</b></p> <p>Within thirty (30) calendar days from the receipt of the Notice to Proceed</p> <p>T'nalak Backpack – 750 pcs  T-Shirt Extra Small – 100 pcs  T-Shirt Small – 400 pcs  T-Shirt Medium – 400 pcs  T-Shirt Large – 400 pcs  T-Shirt XL – 100 pcs  T-Shirt XXL – 100 pcs  Polo Shirt Extra Small – 100 pcs  Polo Shirt Small – 450 pcs  Polo Shirt Medium – 500 pcs  Polo Shirt Large – 500 pcs  Polo Shirt XL – 100 pcs  Polo Shirt XXL – 100 pcs</p> <p><b>2<sup>nd</sup> Delivery:</b></p> <p>Within forty five (45) calendar days from the receipt of the Notice to Proceed</p> <p>T'nalak Backpack – 750 pcs</p> <p>Polo Shirt Extra Small – 100 pcs  Polo Shirt Small – 450 pcs  Polo Shirt Medium – 500 pcs  Polo Shirt Large – 500 pcs  Polo Shirt XL – 100 pcs  Polo Shirt XXL – 100 pcs</p>
2	T-Shirt	1,500 pieces	1,500 pieces	
3	Polo Shirt	3,500 pieces	3,500 pieces	

The designs of shirts and bags were presented.

The delivery terms will be confirmed with the end-user.

**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).

The templates of Financial Bid Form and Price Schedule are provided in the bidding documents

**Additional Document/s Pursuant to Section III (Bid Data Sheet)**

- (a) Sample of each item subject of the bid in accordance with Section VII Technical Specifications.

### 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. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
4. Envelopes must be brown in color. Bidders are free to improvise but must strictly comply with the color. All envelopes SHALL:
  - a. Contain the name of the contract to be bid in capital letters;
  - b. Bear the name of and address of the Biddiner in capital letters;
  - c. Be addressed to the Procuring Entity's BAC in accordance with ITB;
  - d. Bear the specific identification of this bidding process indicated in the ITB; and
  - e. Bear a warning "DO NOT OPEN ON OR BEFORE..." the date and time of the Opening of Bids, in accordance with ITB.

The actual sample of the envelopes was presented in the Pre-Bid Conference.

Bidders shall submit one original and one duplicate copy of the first and second components of its bid, both of which should be placed in one mother envelope, as indicated in ITB Clause 21.2

Actual envelopes will be provided to the bidders upon purchase and issuance of the bidding documents.

The BAC Secretariat will guide bidders on the proper marking and sealing of bid proposal upon the purchase of the bid documents.

The purchase of bidding documents will be done in person at the Rizal Memorial Sports Complex. Bidders will inform the guard at the gate that they will purchase bidding documents and the latter will coordinate to the BAC Secretariat. The BAC Secretariat will get the payment for the bidding documents from the bidder and forward the same to the Cashier's Office. The Official Receipt and the bidding documents will be issued to the bidder at the gate by the BAC Secretariat.

The BAC Chairman reiterated that the bidders should be guided by the BAC Secretariat on the proper marking and sealing of bid proposal.

- f. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
- g. All pages of the bid should be signed by the authorized representative.
- h. All original copies of documents should be presented during the Opening of Bids.
- i. Bidders shall put "Comply" or "Not Comply" in each of the technical specification to manifest that the same has been complied with.
- j. A photocopy of the signatory's government issued ID must be attached to each notarized document.
- k. Opening of Bids is postponed until further notice due to the announcement of ECQ. Notice of Postponement dated 2 August 2021 is posted in the PhilGEPS, PSC website, and at the conspicuous place in the PSC premises.

The BAC Secretary informed the body that there was a call from unidentified prospective bidder, asking if the BAC will be able to conduct online bidding since other procuring entities are already conducting the same. The BAC Chairman stated that identification of callers should be ensured. If there is a proper identification, the link will be provided to the prospective bidder to participate in the online Pre-Bid Conference. To avoid issues on the unidentified persons, the BAC Secretary suggested to indicate in the Invitation to Bid that the participation in the online Pre-Bid Conference is allowed. Prospective bidders should contact the BAC Secretariat for the details of the online Pre-Bid Conference and that the latter will get the company information of the former before any details will be provided. The BAC Chairman noted the said suggestion from the BAC Secretary.

The submission of bids is on-site or manual and the bidding is still hybrid.

The BAC Chairman asked the BAC Secretary to inquire on the online bidding. The latter responded that the BAC Secretariat attended online training on Modernized PhilGEPs. According to the PhilGEPs, online bidding through PhilGEPs will be activated next year of 2022.

The BAC Chairman reminded the prospective bidders to read the Philippine Bidding Documents and to use the forms indicated in the Philippine Bidding Documents.

The BAC Secretary reminded the prospective bidders that the submission of bids is manual as stated in the Invitation to Bid. The BAC Secretary reiterated the requirement of negative RT-PCR Test result on the submission of bids as also stated in the Invitation to Bid. Bidders shall present a negative RT-PCR test result taken at least three (3) days prior to the opening of bids and shall submit a Health Declaration Form two (2) days before the opening of bids as stated in the ITB.

A prospective bidder arrived at 10:28AM. Since the said prospective bidder arrived late, and that the BAC have concluded the Pre-Bid Conference, the former will be provided necessary information by the BAC Secretariat. Any queries of the prospective bidder will be answered by the BAC Secretariat to ensure that the former will be guided. The said prospective bidder should read the minutes of the Pre-Bid Conference to avoid misunderstanding and miscommunications during the opening of bids.

The Pre-Bid Conference was adjourned at 10:40 AM.

Prepared by:



**MA. LUISA CARMELA D. BERGUIA**  
*BAC Support Staff*

Reviewed by:



**ATTY. MICHELLE C. LABAJANAN**  
*BAC Secretary*

Noted by:



**MANUEL G. BITOG**  
*BAC Vice Chairman*