

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Customized Polo Shirts, Round Neck Shirts
and Jackets for Para Sports Online Certification Course and
2021 Pilipinas Para Games Featuring Para Chess

14 October 2021, 10:25 AM

Athlete's Dining Hall, Administration Building

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders/Visitors

	Name of Representative	Company Name, Address, and Contact Details
1	Mark Gatchalian	YPR - E. Jacinto St., Pasig City - mackygatchie@gmail.com - ypr_const_corp@yahoo.com - +639179672757
2	Marie Catherine Plana ¹	Alpha Quality Express, Inc. - 2 nd Floor City Golf Plaza Driving Range, Julia Vargas Avenue, Brgy. Ugong, Pasig City - caiplana.agei@gmail.com - alphaqualityexpressinc@yahoo.com - +639177083532
3	Angelica Tan ²	Tanjer Enterprises - 1104 T-B Antel Seaview Towers Condo, Roxas Boulevard, Pasay City - tanjer_enterprises@yahoo.com - +639177076401
4	Nicole Renee Delator ³	Anclaze Trading Corp. - Block 53 Lot 14 Manalo St., Upper Bicutan, Taguig - nicoledelator@anclazetradingcorp.com - +639778056251

B. BAC Members and Staff

	Names	Position
1	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2	Anna Christine S. Abellana	BAC Vice-Chairperson
3	Abigail Marie V. Rivera	BAC Member
4	Charlie C. Esquivel	BAC Member
5	Violeta R. Tuazon	BAC Member
6	Jan Errol B. Facundo	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
10	Jeanette B. Dinglasan	BAC Support Staff
11	Ariel C. Flores	BAC Support Staff
12	Jose Joy P. Puruganan II	BAC Support Staff

¹ Attended via MS Teams Videoconferencing

² Attended via MS Teams Videoconferencing

³ Attended via MS Teams Videoconferencing

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C. TWG

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

D. Observers

	Names	Position
1	Jenelle S. Cruz	Commission on Audit Representative

E. Others

	Name	Position
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 Polo Shirts, Round Neck Shirts and Jackets for Para Sports Online Certification Course and 2021 Pilipinas Para Games Featuring Para Chess**, with an Approved Budget for the Contract of **One Million Six Hundred Forty-Eight Thousand Pesos (Php1,648,000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, Commission on Audit Representative, and other attendees. No representatives from the 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.

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 Php824,000.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Uniforms and Apparel 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 Php32,960.00;
 - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php32,960.00;
 - g.3. Surety Bond – 5% of the ABC or Php82,400.00, 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 Php164,800.00.

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.

Technical Specifications—

Item	Specification
1	Online Certification Course
	T-Shirt with Collar
	<ul style="list-style-type: none"> ● High-quality dri-fit
	<ul style="list-style-type: none"> ● Collar: High quality knitted (as per design)
	<ul style="list-style-type: none"> ● Shirt Collar: Full color (as per design)
	<ul style="list-style-type: none"> ● High quality digital sublimation (as per design)
	<ul style="list-style-type: none"> ● Same material front and back sleeves
	<ul style="list-style-type: none"> ● With printed “PILIPINAS PARA GAMES” colored logo on front W 4” x H 2” (as per design for the logo position)

	<p>With printed PSC colored logo W 3" x H 2" (as per design as to the logo position)</p> <ul style="list-style-type: none"> Sizes are based on adult size: <p>1st Design (as per attached sample lay-out, Annex A.1)</p> <p>Small - 100 pcs</p> <p>Medium - 150 pcs</p> <p>Large – 150 pcs</p> <p>Extra Large – 100 pcs</p>
2	<p>2nd Design (as per attached sample lay-out, Annex A.2)</p> <p>Small - 100 pcs</p> <p>Medium - 150 pcs</p> <p>Large – 150 pcs</p> <p>Extra Large – 100 pcs</p>
3	<p>Windbreaker Jacket</p> <ul style="list-style-type: none"> Material: Premium Microfiber Embroidered logo, front upper left chest W 3" x H 2" Windbreaker jacket color (as per design) Full zip (high quality zipper) With two (2) pockets on the side bottom and hoodie With colored string (as per design) Sizes are based on adult size: <p>1st Leg Design (as per attached sample lay- out, Annex A.3)</p> <p>Small - 15 pcs</p> <p>Medium - 35 pcs</p> <p>Large – 35 pcs</p> <p>Extra Large – 15 pcs</p>
4	<p>2nd Leg Design (as per attached sample lay- out, Annex A.4)</p> <p>Small - 15 pcs</p>

	Medium - 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
5	3rd Leg Design (as per attached sample lay- out, Annex A.5)
	Small - 15 pcs
	Medium - 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
6	4th Leg Design (as per attached sample lay- out, Annex A.6)
	Small - 15 pcs
	Medium - 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
7	5th Leg Design (as per attached sample lay- out, Annex A.7)
	Small - 15 pcs
	Medium - 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
8	2021 Pilipinas Para Games (Featuring Para Chess)
	T-Shirt with Collar
	<ul style="list-style-type: none"> • High-quality dri-fit
	<ul style="list-style-type: none"> • Collar: High quality knitted (as per design)
	<ul style="list-style-type: none"> • Shirt Collar: Full color (as per design)
	<ul style="list-style-type: none"> • High quality digital sublimation (as per design)
	<ul style="list-style-type: none"> • Same material front and back sleeves
	<ul style="list-style-type: none"> • With printed “PILIPINAS PARA GAMES” colored logo on front W 4” x H 2” (as per design for the logo position)

	<ul style="list-style-type: none"> With printed PSC colored logo W 3" x H 2" (as per design as to the logo position) Sizes are based on adult size:
	1st Leg (1st Design), as per attached sample lay-out, Annex A.8
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
9	1st Leg (2nd Design), as per attached sample lay-out, Annex A.9
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
10	2nd Leg (1st Design), as per attached sample lay-out, Annex A.10
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
11	2nd Leg (2nd Design), as per attached sample lay-out, Annex A.11
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
12	3rd Leg (1st Design), as per attached sample lay-out, Annex A.12
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs

13	3rd Leg (2nd Design), as per attached sample lay-out, Annex A.13
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
14	T-Shirt without Collar (Round neck T- Shirt)
	<ul style="list-style-type: none"> • High quality dri-fit
	<ul style="list-style-type: none"> • Shirt Color: Full color (as per design)
	<ul style="list-style-type: none"> • High quality digital sublimation (as per design)
	<ul style="list-style-type: none"> • Same material front and back sleeves
	<ul style="list-style-type: none"> • With printed “PILIPINAS PARA GAMES” colored logo on front, W 4” x H 2”
	<ul style="list-style-type: none"> • Printed PSC colored logo W 3” x H 2” (front/back/side) as per design for the logo position
	<ul style="list-style-type: none"> • Sizes are based on adult size:
	1st Leg (1st Design), as per attached sample lay-out, Annex A.14
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
Extra Large – 15 pcs	
15	1st Leg (2nd Design), as per attached sample lay-out, Annex A.15
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
16	2nd Leg (1st Design), as per attached sample lay-out, Annex A.16
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs

	Extra Large – 15 pcs
17	2nd Leg (2nd Design), as per attached sample lay-out, Annex A.17
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
18	3rd Leg (1st Design), as per attached sample lay-out, Annex A.18
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
19	3rd Leg (2nd Design), as per attached sample lay-out, Annex A.19
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
20	Windbreaker Jacket
	For: 2021 Pilipinas PARA Games
	<ul style="list-style-type: none"> ● Material: Premium Microfiber
	<ul style="list-style-type: none"> ● Embroidered Logo, front upper left chest W 3" x H 2"
	<ul style="list-style-type: none"> ● Windbreaker jacket color (as per design)
	<ul style="list-style-type: none"> ● Full zip (high quality zipper)
	<ul style="list-style-type: none"> ● With two (2) pockets on the side bottom and hoodie
	<ul style="list-style-type: none"> ● With colored string (as per design)
	<ul style="list-style-type: none"> ● Sizes are based on adult size:
	1st Leg Design, as per attached sample lay- out, Annex A.20
Small – 15 pcs	

	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
21	2nd Leg Design, as per attached sample lay- out, Annex A.21
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
22	3rd Leg Design, as per attached sample lay- out, A.22
	Small – 15 pcs
	Medium – 35 pcs
	Large – 35 pcs
	Extra Large – 15 pcs
	Delivery Period: 30 days from receipt of the Notice to Proceed

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Online Certification Course T-Shirt with Collar 1 st Design Small Medium Large Extra Large	100 pcs 150 pcs 150 pcs 150 pcs	100 pcs 150 pcs 150 pcs 150 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
2	2 nd Design Small Medium Large Extra Large	100 pcs 150 pcs 150 pcs 150 pcs	100 pcs 150 pcs 150 pcs 150 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed

3	Windbreaker Jacket 1 st Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
4	2 nd Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
5	3 rd Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
6	4 th Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
7	5 th Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
8	2021 Pilipinas Para Games (Featuring Para Chess) T-Shirt with Collar 1st Leg (1st Design)			Within thirty (30) calendar days from the receipt of the Notice to Proceed
	Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	
9	1st Leg (2nd Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
10	2nd Leg (1st Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed

11	2nd Leg (2nd Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
12	3rd Leg (1st Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
13	3rd Leg (2nd Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
14	T-Shirt without Collar (Round neck T-Shirt) 1st Leg (1st Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
15	1st Leg (2nd Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
16	2nd Leg (1st Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
17	2nd Leg (2nd Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
18	3rd Leg (1st Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed

19	3 rd Leg (2 nd Design) Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
20	Windbreaker Jacket			Within thirty (30)
	1 st Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	calendar days from the receipt of the Notice to Proceed
21	2 nd Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
22	3 rd Leg Design Small Medium Large Extra Large	15 pcs 35 pcs 35 pcs 15 pcs	15 pcs 35 pcs 35 pcs 15 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed

The designs of the items were presented.

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) One (1) sample each of any of the following items, in accordance with the Technical Specifications and in any of the design specified under Section VII of the {BD}:
 - a. T-Shirt with Collar
 - b. Windbreaker Jacket
 - c. Round Neck T-shirt

Bidders shall submit one (1) sample design of t-shirt with collar, windbreaker jacket, and round neck t-shirt, in any of the designs presented, on the Opening of Bids.

C. Instruction to Bidders

1. Bid should be properly marked, signed and sealed.
2. Bid should be in chronological order and signed by the authorized representative.
3. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
4. All original copies of documents should be presented during the Opening of Bids.

5. 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).
6. All original copies of documents should be presented during the Opening of Bids.
7. Bidders shall put "Comply" or "Not Comply" in each of the technical specification to manifest that the same has been complied with.
8. Deadline for submission of bids: 26 October 2021, 10:00 AM.
9. Opening of Bids shall be conducted onsite.
10. Only 1 representative per bidder.
11. Present a negative RT-PCR swab test result taken at least 2 days prior.
12. Submit Health Declaration Form.

The BAC Secretary reminded the prospective bidders to submit their bids early on the Opening of Bids to allow the BAC Secretariat to check the RT-PCR Test result and Health Declaration Form.

The BAC Secretary stated that bid proposals shall be received by the BAC Secretariat at 10:00AM in the same venue, where the Opening of Bids will be conducted.

13. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
14. 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 Bidder 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

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.

15. All pages of the bid should be signed by the authorized representative.
16. A photocopy of the signatory's government issued ID must be attached to each notarized document.

The BAC Chairman reminded the prospective bidders to read the Philippine Bidding Documents, to use the forms indicated therein, to indicate "comply" or "not comply" in each parameter of the technical specification to manifest that the same has been complied with, and that all pages of the bid should be duly signed by the authorized representative.

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.

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

Prepared by:



MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:

ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman