

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Customized Track Suit (Podium Jacket and Pants)

4 November 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

	Name of Representative	Company Name, Address, and Contact Details
1	Mark Gatchalian	YPR Trading & General Merchandise, Inc. - E. Jacinto St., Pasig City - mackyqatchie@gmail.com - +639179672757

B. BAC Members and Staff

	Names	Position
1	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2	Anna Christine S. Abellana	BAC Vice-Chairperson
3	Marc Edward D. Velasco	BAC Member
4	Abigail Marie V. Rivera	BAC Member
5	Charlie C. Esquivel	BAC Member
6	Atty. Michelle C. Labajanan	BAC Secretary
7	Oscar A. Papelera, Jr.	BAC Support Staff
8	Ma. Luisa Carmela D. Berguia	BAC Support Staff
9	Jeanette B. Dinglasan	BAC Support Staff
10	Ariel C. Flores	BAC Support Staff
11	Jose Joy P. Puruganan II	BAC Support Staff

C. TWG

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

D. 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 Track Suit (Podium Jacket and Pants)**, with an Approved Budget for the Contract of **Four Million Eight Hundred Ninety-Three Thousand Pesos (Php4,893,000.00)**.

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

- 1 | Minutes of the Pre-Bid Conference
Supply and Delivery of Customized Track Suit (Podium Jacket and Pants)
4 November 2021

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
- (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 Php2,446,500.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Sports Training and/or Competition Uniform 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 Php97,860.00;
 - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php97,860.00;
 - g.3. Surety Bond – 5% of the ABC or Php244,650.00, 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.

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 Php489,300.00.

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
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1	Track Suit, Podium Jacket, 350 pcs
	<ul style="list-style-type: none"> • Interlock fabric provides soft hand and smooth, clean finish
	<ul style="list-style-type: none"> • Origami-inspired graphic
	<ul style="list-style-type: none"> • Full zip jacket
	<ul style="list-style-type: none"> • With printed "PHILIPPINES" on the left sleeve
	<ul style="list-style-type: none"> • With printed Philippine flag and "PHI" on the upper left chest
	<ul style="list-style-type: none"> • Fabric: Jacquard and double weave
	<ul style="list-style-type: none"> • Color: red
2	Track Suit, Podium Pants, 350 pcs
	<ul style="list-style-type: none"> • Interlock fabric provides soft hand and smooth, clean finish
	<ul style="list-style-type: none"> • Fit: regular
	<ul style="list-style-type: none"> • Double weave
	<ul style="list-style-type: none"> • Color: red
	Additional Requirements:
	Size of the word "PHILIPPINES" as printed: 11.5 x 1.75 inches with allowance +/-5%
	Material of the print for the word "PHILIPPINES", brand logo and Philippine flag: Printable Vinyl, allowance +/-5%
	Size of the Philippine Flag: 2.6 inches x 1.25 inches with allowance +/- 5%
	Size of the word "PHI": 2.6 inches x 2.1 inches with allowance +/-5%
	Size of the brand logo: 2.6 inches x 1.4 inches with allowance +/-5%
	Material composition: 100% polyester
	Breakdown of sizes:
	Small – 50 pcs
	Medium – 50 pcs
	Large – 125 pcs
	Extra Large – 100 pcs
	XXL – 25 pcs
	Delivery Period: 30 days from receipt of the Notice to Proceed

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Track Suit, Podium Jacket	350 pcs	350 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed
2	Track Suit, Podium Pants	350 pcs	350 pcs	Within thirty (30) calendar days from the receipt of the Notice to Proceed

The designs of track suit were presented.

The product brand should be properly registered with the Intellectual Property Office (IPO). The proof of IPO registration will be required during post-qualification.

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 Requirements Pursuant to Section III (Bid Data Sheet)

- (a) The bidder shall submit along with its bid a sample of the items subject of the bid in accordance with the Technical Specifications under Section VII of this PBD.
- (b) Each sample item must contain a label/tag indicating the requirements as to the percentage of material (e.g., 100% polyester, etc.) as stated in the Technical Specifications. The label/tag must be attached to the sample submitted during 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. 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).
4. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
5. All pages of the bid should be signed by the authorized representative.
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. A photocopy of the signatory's government issued ID must be attached to each notarized document.
9. Opening of Bids is on 16 November 2021, 10:00 AM at RMSC and MS Teams.
10. The submission of bids shall be done manually at RMSC; however, bidders may be allowed to attend the Opening of Bids via MS Teams.
11. Only one (1) representative per bidder will be allowed. Should the bidder decide to attend the Opening of Bids on site, the representative must present a negative RT-PCR Test result taken at least two (2) days prior and submit the Health Declaration Form.
12. The prospective bidders are asked to submit their bids early on the Opening of Bids to allow the BAC Secretariat and MSAS Team to check the RT-PCR Test result and Health Declaration Form.
13. The bid proposals shall be received by the BAC Secretariat at 10:00AM in the same venue, where the Opening of Bids will be conducted.

14. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
15. 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.

The BAC Secretary demonstrated the proper marking and sealing of bid proposal.

The prospective bidder asked for the designs of the items in PNG or PSD file. The BAC Chairman stated that the same will be provide to the said prospective bidder. The BAC Secretary stated that the BAC Secretariat will coordinate with the End-User Unit and Procurement Office to provide the PNG or PSD file of the designs to the said prospective bidder through e-mail.

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.

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

Prepared by:


MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:


Digitally signed
by Labajanan
Michelle Cometa
Date: 2021.11.09
08:58:24 +08'00'
ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:



Digitally signed by
Guillermo B. Iroy Jr.
Date: 2021.11.09
12:34:25 +08'00'

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman