

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Sports Equipment and Paraphernalia for Donation
to Different LGU Participants in the BP-PNG Activities

10 December 2021, 10:00 AM

Conference Room

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	Lailani Ong	Spurway Enterprises - Brgy. Mariana, New Manila, Quezon City - 9178421135
2	Marie Catherine Plana	Alpha Quality Express Inc - 2nd/F City Golf Plaza Driving Range, Julia Vargas Avenue, Barangay, Ugong, Pasig City - caiplana.agei@gmail.com - 9177083532
3	Alma Palco	Crayons Sporting Goods, Inc. - Fi Center Ii Building, 67 Primo St., Old Zangia, Mandaluyong City - ae4@crayonssqi.com - 9150761469

B. BAC Members and Staff

	Names	Position
1	Anna Christine S. Abellana	BAC Vice-Chairperson
2	Marc Edward D. Velasco	BAC Member
3	Abigail Marie V. Rivera	BAC Member
4	Charlie C. Esquivel	BAC Member
5	Violeta R. Tuazon	BAC Member
6	Teresito R. Fortaleza, Jr.	Provisional BAC Member/End-User Unit Representative
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

C. TWG

	Names	Position
1	Caroline S. Tobias	TWG Member
2	Rovilyn G. Gofredo	TWG Member

D. Observers

	Names	Position
1	Salvacion De Los Angeles	COA Supervising Auditor

E. Other Officers

	Name	Position
1	Ethel M. Goh	Procurement Head
2	Erwin M. Guillermo	Property and Supply Unit Head
3	Engr. Jose Damole	Technical Consultant

The BAC Vice-Chairperson, who is presiding, called to order the Pre-Bid Conference for the project **Supply and Delivery of Sports Equipment and Paraphernalia for Donation to Different LGU Participants in the BP-PNG Activities**, with an Approved Budget for the Contract of **Nineteen Million Six Hundred Thirty-Four Thousand One Hundred Sixty-Six Pesos & 50/100 (Php19,634,166.50)**.

The BAC Vice-Chairperson acknowledged the presence of the BAC Members, BAC Secretariat, TWG, Commission on Audit Representative (COA), and other officers. 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 Vice-Chairperson 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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) 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
- (c) 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 Php9,817,083.25. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Sports Equipment and must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.

- (d) 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 Php392,683.33;
- g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php392,683.33;
- g.3. Surety Bond – 5% of the ABC or Php981,708.33, 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.
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- (f) 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

- (g) 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 Php1,963,416.65.

Class "B" Documents

- (h) 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 Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications—

1	Basketball Ball 500 pieces >indoor/outdoor >synthetic leather
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	>laminated PU Basketball 8 panel >size 7 >weight: 580-620 grams >FIBA approved
2	Volleyball Ball 500 pieces >indoor/outdoor >synthetic leather >65-67 cm >weight: 260-280 grams >material: super fiber PU leather surface >rubber bladder >unique 18 panel ball >FIBA approved
3	Beach Volleyball Ball 500 pieces >synthetic leather >tri-color panel design >size: 66-68cm >weight: 260-280 grams >FIBA approved
4	Football/Soccer Ball 500 pieces >synthetic leather >cover material: PVC >laminated 32 panel ball >rubber bladder >size 5 >weight: 400-420 grams >construction: machine stitched
5	Futsal Ball 500 pieces >synthetic leather >size 4 >weight: 410-430 grams >polyurethane materials double layer >high strength foaming materials and provides good touch >new hybrid design (laminated and stitched) techniques >FIFA approved
6	Badminton Racket 1,500 pieces >aluminum frame >aluminum graphite shaft >nylon string head >with full cover
7	Badminton Shuttlecock 1,500 tubes >feather-type: goose/deck feather >grade 1 >flight A >cork composition, 3-layer cork >12 pieces per tube
8	Badminton Net 250 pieces >ordinary nylon blend >official size: 6.1m x 0.76m >mesh size: 1.8cm
9	Chess Board 3,000 sets >wooden board >wooden piece >64 squares, 8 rows and 8 columns >size: 20" x 20"
10	Arnis Sticks 350 pairs >padded sticks >made of tough internal assemble >foam padding to prevent deformation from gripping >high grade vinyl cover >length: 28"
11	Arnis Sticks 350 pairs >live sticks >made of tough internal assemble >length: 28" >diameter: -.5"
12	Lawn Tennis Racket 200 pieces >material: aluminum frame >leather grip >nylon string >length: 24-27 inches >weight 600 ± 10g >head shape: 105 in ² >tension: 50-55lbs.
13	Table Tennis Balls 175 boxes >ITTF Approved



	>3 pieces per box >color: green >official size
14	Table Tennis Racket Set 150 sets >pure wood blade >5ply pure wood >ITTF rubbers >2.2mm rubber blades >speed: 6, 5 >spin: 6, 5 >control: 10+ >weight: around 180g Post Net Specification >clip type >nylon net >heavy duty metal post >net tension and height adjustment
15	Table Tennis Racket 150 sets >high quality wood/carbon blade >5 ply pure wood and 2 carbon layers >ITTF approved >2.2mm rubber blades >speed: 9 >spin: 8.5 >control: 7 >weight around: 170g Post Net Specifications >clip type >nylon net >heavy duty metal post >net tension and height adjustment

The BAC Secretary manifested that per the End-User Unit, the Technical Specifications will state that the items should be branded. The BAC Vice-Chairperson stated that a Supplemental Bid Bulletin will be issued to address the same.

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Basketball Ball	500 pieces	500 pieces	Sixty (60) Days from the Receipt of the Notice to Proceed
2	Volleyball Ball	500 pieces	500 pieces	
3	Beach Volleyball Ball	500 pieces	500 pieces	
4	Football/Soccer Ball	500 pieces	500 pieces	
5	Futsal Ball	500 pieces	500 pieces	
6	Badminton Racket	1,500 pieces	1,500 pieces	
7	Badminton Shuttlecock	1,500 tubes	1,500 tubes	
8	Badminton Net	250 pieces	250 pieces	
9	Chess Board	3,000 sets	3,000 sets	
10	Arnis Sticks >padded sticks	350 pairs	350 pairs	

11	Amnis Sticks >live sticks	350 pairs	350 pairs	
12	Lawn Tennis Racket	200 pieces	200 pieces	
13	Table Tennis Balls	175 boxes	175 boxes	
14	Table Tennis Racket Set	150 sets	150 sets	
15	Table Tennis Racket	150 sets	150 sets	

B.2. Financial Component Envelope

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

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

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

- (k) *[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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Additional Requirements

- (m) 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.
- (n) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- (o) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- (p) 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.
- (q) Catalogue/brochure with the product description of the items to be bid.

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.

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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 22 December 2021, 10:00 AM at RMSC and MS Teams.
10. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
11. 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 reminded the bidder to use the envelopes provided by the BAC Secretariat upon the purchase of Bidding Documents.

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 bid submission shall be done in person on or before 22 December 2021, 10:00 AM at the Conference Room, RMSC. Bidders may attend onsite and online through MS Teams Videoconferencing. Only one (1) representative is allowed, must be fully vaccinated, 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.

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

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 bids shall be received by the BAC Secretariat at 10:00AM in the same venue, where the Opening of Bids will be conducted.

The BAC Vice-Chairperson 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 Vice-Chairperson likewise reminded the prospective bidders that any clarification after the Pre-Bid Conference shall be in writing, within 10 calendar days prior the deadline of the receipt and opening of bids.

Ms. Ong confirmed the color of the ITTF approved Table Tennis Balls because accordingly, the color of the same should be white. Mr. Guillermo responded that the color of the ITTF approved table tennis balls should be white or yellow.

Ms. Ong likewise confirmed the number of panels of the FIBA Approved Basketball Balls because accordingly, the FIBA approved specification is 12 panels. Mr. Guillermo responded that the same will be checked and revised.

Ms. Ong also inquired whether the Football Ball is laminated, or machine stitched. Mr. Guillermo responded that it should be machine stitched.



The BAC Vice-Chairperson stated that a Supplemental Bid Bulletin will be issued to address all the concerns on the requirements.

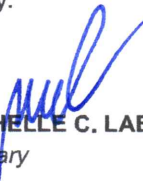
The BAC Secretary asked Mr. Guillermo to submit to the BAC Secretariat the changes in the Technical Specifications. The latter noted the same.

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:


ANNA CHRISTINE S. ABELLANA
BAC Vice-Chairperson