

## MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Luggage for the 31<sup>st</sup> Southeast Asian Games

14 February 2022, 10:00 AM

Conference Room & MS Teams

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	Jessica Salita	Ralco Commercial Trading - Quezon City - <a href="mailto:ralcocommercialtrading97@gmail.com">ralcocommercialtrading97@gmail.com</a> - 9171029214
2	Alden Co	Rodniella General Merchandise - 837-B Sam Diego St., Tondo, Manila - <a href="mailto:aoc_cmv@yahoo.com">aoc_cmv@yahoo.com</a> - 9178812226
3	Delilah Malicdem	Alpha Quality Express, Inc. - 2 <sup>nd</sup> Floor City Golf Driving Range, Julia Vargas Avenue, Brgy. Ugong, Pasay City - <a href="mailto:alphaqualityexpressinc@yahoo.com">alphaqualityexpressinc@yahoo.com</a> - 9178267095
4	Cristina Remo	Proevent - Lot 2 Blk 14 Judith St. Vermont Royale Village, Brgy. Mayamot, Antipolo City - <a href="mailto:provent.eventsolutions@gmail.com">provent.eventsolutions@gmail.com</a> - 9175162148 / 9688803855

### 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	Violeta R. Tuazon	BAC Member
7	Maria Luisa R. Ner	Provisional BAC Member/End-User Unit Representative
8	Atty. Michelle C. Labajanan	BAC Secretary
9	Oscar A. Papelera, Jr.	BAC Secretariat
10	Jeanette B. Dinglasan	BAC Secretariat
11	Ariel C. Flores	BAC Secretariat
12	Ma. Luisa Carmela D. Berguia	BAC Secretariat
13	Jose Joy P. Puruganan II	BAC Secretariat

### C. TWG

	Names	Position
1	Reina Presciosa C. Evangelista	TWG Member
2	Caroline S. Tobias	TWG Member

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3	Rovilyn G. Gofredo	TWG Member
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#### **D. Observers**

	<b>Names</b>	<b>Position</b>
1	Salvacion De Los Angeles	COA Supervising Auditor

#### **E. Other Officers**

	<b>Name</b>	<b>Position</b>
1	Engr. Jose A. Damole	PSC Technical Consultant

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project **Supply and Delivery of Luggage for the 31<sup>st</sup> Southeast Asian Games**, with an Approved Budget for the Contract of **Eleven Million Five Hundred Eighty Thousand Pesos (Php11,580,000.00)**.

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

The BAC Chairman likewise 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 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 2016 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 Instructions 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 in 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);

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### 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 Php5,790,000.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Luggage 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 Php231,600.00;
  - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php231,600.00;
  - g.3. Surety Bond – 5% of the ABC or Php579,000.00, 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.
- (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 Php1,158,000.00

### **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.

### **B.2. Financial Component Envelope**

- (i) Original of duly signed and accomplished Financial Bid Form; and

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- (j) Original of duly signed and accomplished Price Schedule(s).

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.

**B.3. 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.

The BAC Secretary reminded the prospective bidders that an expired Mayor's Permit may be submitted provided that the Official Receipt of payment for the renewal of the Mayor's Permit for the year 2022 is attached.

- (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) The bidder shall submit a sample of the item to be bid in accordance with the Technical Specifications under Section VII of the PBD.

The Technical Specifications and Schedule of Requirements were discussed.

**Technical Specifications—**

1	<p>SEA Games Luggage 1,200 Pieces</p> <ul style="list-style-type: none"> <li>&gt; Color: White – 600 pcs</li> <li>&gt; Color: Black – 600 pcs</li> </ul> <p>Specifications:</p> <ul style="list-style-type: none"> <li>&gt; Size: 28" 50.5 x 26.5 x 76cm/5.51 kgs</li> <li>&gt; Quality: Warranty of 5 Years</li> <li>&gt; Body: made of PVC Aluminum material, lightweight and durable. Can withstand up to 50 kgs. With 100 rivets all over making it sturdy and secure. Bears 200 kg weight above, 100 pcs screws fixed on the body and aluminum frame anti-theft.</li> <li>&gt; Design of Exterior luggage: Front and back design plain with PSC logo. With ribbed embossed design and red accent strips on the whole body and on the side with aluminum rivets as added security for sturdiness.</li> <li>&gt; Interior of luggage: With upgraded antibacterial lining with zipper closures and waterproof pockets on both sides, pocket with net, privacy pockets as added use for end user.</li> </ul>
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	<ul style="list-style-type: none"> <li>&gt; Lock: Certified TSA International custom lock, anti-theft with aluminum connection, 2 link lock hook system, push to unlock with one key more concise and safe.</li> <li>&gt; Wheels: made of metal bearing, damping silent TPE material spinner wheels. Detachable, easy to remove, conveniently change and stock.</li> <li>&gt; Handle: One touch button automatic release handle made of all aluminum widen with PC material and with rubberized padding on hand held part. PP material branded.</li> <li>&gt; Trolley: Auto Up Aluminum material. 100% can compensate any trolley damage. Up/Down Test in 5000 times, One touch bounce lever Button.</li> <li>&gt; Lining: Luxury polyester</li> <li>&gt; Logo: Center logo size: 3.275cm</li> <li>&gt; Print: PSC Logo</li> <li>&gt; Accessories: Luggage Tag &amp; Strap</li> <li>&gt; With transparent plastic cover printed PHILIPPINES in color red. Size: L =50 CM, W= 28CM, H = 65 CM Print Size: 10</li> </ul>
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Designs and actual sample of luggage were presented.

The BAC Secretary stated that the BAC Secretariat was informed by the End-User Unit that the PSC logo must be in metal zinc alloy material which was not included in the Technical Specifications. The BAC Chairman stated that a Supplemental Bid Bulletin will be issued to address the same. The BAC Chairman likewise stated that the size of the "PHILIPPINES" print of the transparent plastic cover will be specified as to its unit because what is indicated in the Technical Specifications is merely the numeric value, hence, the same will also be addressed through a Supplemental Bid Bulletin.

The size of the luggage will also be addressed through a Supplemental Bid Bulletin because the size indicated in the Technical Specifications which is 28" 50.5 x 26.5 x 76cm is vague as to its unit.

#### Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Luggage	1,200 Pieces	1,200 Pieces	<p><b>1<sup>st</sup> batch:</b> 600 pcs within thirty (30) calendar days from the Receipt of the Notice to Proceed (NTP).</p> <p><b>2<sup>nd</sup> batch:</b> 600 pcs within sixty days (60) calendar days from the Receipt of the Notice to Proceed (NTP)</p>

#### 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 28 February 2022, 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 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 to the prospective bidders.

The BAC Secretary reminded the prospective bidders to use the exact envelopes provided by the BAC Secretariat upon the purchase of Bidding Documents.

The BAC Secretary reminded the prospective bidders that they shall submit two copies, one original and one duplicate copy of the first and second components of its bid. Original Technical and Financial Component Envelopes shall be enclosed in Original Bid, while the Copy 1 of Technical and Financial Component Envelopes shall be enclosed in Copy 1. Both Original Bid and Copy 1 shall be placed in one mother envelope which is the Bid Proposal, as indicated in ITB Clause 21.2.

The BAC Secretary reminded the prospective bidders to strictly comply with the color requirement which is brown. Bidders are allowed to improvise but must strictly comply with the said color requirement.

The BAC Secretary reminded the prospective bidders to strictly comply with the marking, signing, and sealing of bids as provided and presented during the Pre-Bid Conference. Bidders must mark their envelopes by indicating the label "Do not open on or before February 28, 2022, 10:00 AM...", seal by transparent or brown tape, and sign at the flap of the envelopes.

The BAC Secretary reminded the prospective bidders that the purchase of bidding documents will only be done in person at the Rizal Memorial Sports Complex. Bidders should 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 that the bid submission shall be done in person on or before 28 February 2022, 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 BAC Secretary reminded the prospective bidders to submit their bids early on the Opening of Bids because bid proposals must be received by the BAC Secretariat on or before 10:00 AM. Bidders should allow the BAC Secretariat to check their Vaccination Cards, RT-PCR Test results and Health Declaration Form. Hence, bidders should come earlier to avoid issues on the timing of their bid submission.

Mr. Co of Rodniella General Merchandise inquired whether they should submit a sample with the same specifications as required or they could submit a different sample with higher specifications than the requirement. The BAC Chairman responded that for as long as the size and all the requirements provided will be complied, the submission of higher specifications would be allowed.

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Mr. Co likewise inquired whether they could submit a bigger sample. The BAC Chairman responded that they could submit a bigger sample for as long as it is not below the standard requirement.

Mr. Co also inquired whether it is necessary that the luggage wheels is detachable. The BAC Chairman responded that the same will be discussed with the BAC, and for the meantime, bidders should refer to the requirements provided.

Mr. Co inquired as well whether fixed luggage wheels is allowed because it is quality-wise to. Mr. Co stated that they will replace damage fixed luggage wheels in case it would be allowed. The BAC Chairman responded that the BAC would consider the said proposition and a Supplemental Bid Bulletin will be issued to address whether the luggage wheels should be fixed or detachable.

Mr. Co clarified with the BAC Chairman the PVC Aluminum material indicated in the Technical Specifications. The BAC Chairman responded that a Supplemental Bid Bulletin will be issued because aluminum and PVC are different kind of materials, hence, it will be identified as to where/what part of the luggage is PVC and aluminum materials.

The BAC Chairman stated that the aluminum material is the base of the handle while the PVC material is the luggage itself, and a Supplemental Bid Bulletin will be issued to address the same.

The BAC Chairman stated that the requirement of the agency is the sample presented during the Pre-Bid Conference, bidders may submit a sample that is more advantageous to the agency for as long as the basic requirements are met.

Ms. Remo of Proevent inquired whether it is necessary that the technical specifications of the luggage should be complied in the submission of the sample. The BAC Chairman responded that the compliance with the technical specifications is necessary as clearly provided, and that a Supplemental Bid Bulletin will be issued to address minor corrections. The BAC Chairman emphasized that bidders are required to submit a sample which is similar, if not, superior in specifications.

Ms. Malicdem of Alpha Quality Express, Inc. inquired whether there will be two (2) samples to be submitted, one black and one white luggage. The BAC Chairman responded that only one (1) sample should be submitted, either black or white.

Ms. Malidem likewise inquired whether it is necessary that the similar contract for the Single Largest Completed Contract is Supply and Delivery of Luggage. Ms. Malicdem also inquired whether Supply and Delivery of General Merchandise can be considered as similar contract for the Single Largest Completed Contract. The BAC Chairman responded that the requirement of the PSC is Supply and Delivery of Luggage.

The BAC Chairman reiterated that bidders should submit their bids on time. He reminded the prospective bidders that the PSC will still be implementing health protocols, hence, need to be complied with.

The BAC Chairman reminded all the attendees that the no-contact rule whether to the members of the BAC and TWG, will be fully implemented after the Pre-Bid Conference, hence, all queries from the prospective bidders shall be in writing.

The BAC Chairman likewise reminded the prospective bidders to double check their requirement before the submission to avoid disqualification due to simply not following instructions such as the color of envelope, proper marking and sealing of bids. The BAC Chairman also reminded the prospective bidders that they are allowed to improvise their bid envelopes due to the volume of documents provided that they will comply with the color requirement. Improvised bid envelopes should also be properly marked, signed, and sealed as instructed.

The BAC Chairman reiterated that prospective bidders must follow the instructions on the color of envelope, marking, signing, and sealing of bid envelopes to avoid disqualifications.

The BAC Chairman stated that the PSC would like to accommodate all bidders, however, all requirements and rules must be duly complied.

The BAC Chairman reminded the prospective bidders to read the Philippine Bidding Documents because all instructions are indicated therein.



The Pre-Bid Conference was adjourned at 10:25 AM.

Prepared by:

  
**MA. LUISA CARMELA D. BERGUIA**  
*BAC Secretariat*

Reviewed by:

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

Noted by:

  
Digitally signed  
by Iroy Guillermo  
Berbosidad Jr  
Date: 2022.02.17  
15:07:11 +08'00'  
**ATTY. GUILLERMO B. IROY, JR.**  
*BAC Chairman*