

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Various Office Supplies for Property Stocking 2021 – Re-bid

21 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	Artemio Agsalud ¹	MCSA Marketing - 446 San Fernando Street, Binondo, Manila - mcsa_marketing@yahoo.com - 87101787 / 87365121

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	Erwin M. Guillermo	Provisional BAC Member/End-User Unit Representative
8	Atty. Michelle C. Labajanan	BAC Secretary
9	Oscar A. Papelera, Jr.	BAC Secretariat
10	Ma. Luisa Carmela D. Berguia	BAC Secretariat
11	Jeanette B. Dinglasan	BAC Secretariat
10	Ariel C. Flores	BAC Secretariat
11	Jose Joy P. Puruganan II	BAC Secretariat

C. TWG

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

D. Other Officers

	Name	Position
1	Engr. Jose Damole	Technical Consultant

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project **Supply and Delivery of Various Office Supplies for Property Stocking 2021 – Re-bid**, with an Approved Budget for the Contract of **Three Million Eight Hundred Ninety-Eight Thousand Four Hundred Sixty-Two Pesos & 42/100 (Php3,898,462.42)**.

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

¹ Attended via MS Teams Videoconferencing

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) 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 Php1,949,231.21. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Office Supplies and must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.

The BAC Secretary reminded the prospective bidders that Notices of Award, Contracts and Notices to Proceed for government contracts, and Contracts for private contracts, must be attached to their statements of ongoing contracts and Single Largest Completed Contracts.

- (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 Php77,969.25;
 - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php77,969.25;
 - g.3. Surety Bond – 5% of the ABC or Php194,923.12, 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 Php389,846.24.

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
- (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.

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- (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.

The Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications—

1	Air Freshener, 400 pieces >gel type or organic >180g
2	Alcohol, 643 bottles >Ethyl >70% >scented >500ml
3	Alcohol, 800 bottles >Isopropyl >70% >scented >500ml
4	Balikbayan Box, 1,000 pieces >200lbs (20 x 20 x 20)
5	Battery, 250 packs >9v >1 pc >(Branded)
6	Battery, 500 packs >dry cell AA >1.5v >alkaline >2 pcs/pack
7	Battery, 450 packs >dry cell AAA >1.5v >alkaline >2 pcs/pack
8	Calculator, 25 pieces >LCD display >100mm-130mm >12 digits >two-way power source
9	Clear Book, 60 pieces >A4 size >Refillable
10	Clip Backfold, 140 boxes >Clamping >L: 19mm (-1mm) >D: 10mm >12pcs/box
11	Clip Backfold, 200 boxes >Clamping >L: 25mm (-1mm) >D: 13mm >12pcs/box
12	Clip Board, 90 pieces >Long >Plastic >-5" wire clip with hanger
13	Correction Tape, 862 pieces

	>gear type >single line tape >film based >L: 8meters >W: 5mm
14	Cutter Blade, 106 tubes >100mm x 16mm >10 pcs per tube
15	Cutter Knife, 90 pieces >with anti-slip grip >Heavy duty
16	Data File Box, 370 pieces >made of chipboard with close ends >W: 125mm >H: 230mm >L: 400mm
17	Data Folder, 800 pieces >made of chipboard >taglia lock >with finger ring >W: 75mm >H: 230mm >L: 380mm
18	Deodorizer Cake, 680 pieces >assorted scent >50g
19	Disinfectant Spray, 598 cans >aerosol type >400grams
20	Envelope, 11 boxes >Mailing >105mm x 241mm >500pcs/box >White
21	Eraser, 40 pieces >Felt >for Blackboard/Whiteboard >125mm x 45mm x 19mm
22	Fastener, 300 boxes >Plastic colored >70mm between prongs >50 set per box
23	File Tab Divider, 150 packs >A4 >bristol board >5 colors per set >10 set/pack
24	File Tab Divider, 150 packs >Legal >bristol board >5 colors per set >10 set/pack
25	Flash Drive, 400 pieces >64Gb capacity >1 pc in individual blister pack
26	Folder, 40 bundles >Loose Leaf cover >(50sets per bundle)
27	Folder, 1191 pieces >Clear Front >Short
28	Folder, 1234 pieces >Clear Front >Long
29	Folder with Tab, 5 packs >A4 >tagboard >100 pcs/pack
30	Folder with Tab, 30 packs >Legal >tagboard >100 pcs/pack
31	Folder, 200 boxes >Pressboard >size: 369mm x 242mm (-5mm)

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	>thickness: 0.40mm >100 pcs per box
32	Glue, 120 pieces >All Purpose >Gross weight: 130 grams
33	Glue Stick, 675 pieces >safe non-toxic >multipurpose >quick drying >22 grams
34	Liquid Hand Soap, 300 bottles >mild scented >liquid soap >500ml
35	Ink Cart, 150 pieces >Canon >G1000-4000 >Black, GI-790 >135ml
36	Ink Cart, 150 pieces >Canon >G1000-4000 >Cyan >GI-790 >70ml
37	Ink Cart, 150 pieces >Canon >G1000-4000 >Magenta >GI-790 >70ml
38	Ink Cart, 150 pieces >Canon, >G1000-4000 >Yellow >GI-790 >70ml
39	Ink Cart, 350 pieces >Canon PIXMA PG-810 >Black
40	Ink Cart, 350 pieces >Canon PIXMA CL-811 >Colored
41	Insecticide, 500 cans >aerosol type >multi-insect killer >net content: 600 ml
42	Marker Fluorescent, 200 sets >Flat >chisel point >3 assorted color per set
43	Marker, 720 pieces >Permanent >felt >bullet type >Black
44	Marker, 600 pieces >Permanent >felt >bullet type >Blue
45	Marker, 120 pieces >Permanent >felt >bullet type >Red
46	Marker, 228 pieces >Permanent >broad tip >Green
47	Marker, 71 pieces >Permanent >fine tip >Black
48	Marker, 71 pieces >Permanent

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	>fine tip >Blue
49	Marker, 28 pieces >Permanent >fine tip, >Red
50	Marker, 480 pieces >Whiteboard >felt tip >bullet type, >Black
51	Marker, 480 pieces >Whiteboard >felt tip >bullet type >Blue
52	Marker, 120 pieces >Whiteboard >felt tip >bullet type >Red
53	Notebook, 800 pieces >Stenographer Notebook >Spiral >40 leaves
54	Note pad, 600 pads >Stick-On >2" x 3" >100 sheets per pad
55	Note pad, 769 pads >Stick-On >3" x 3" >100 sheets per pad
56	Note pad, 500 pads >Stick-On >3" x 4" >100 sheets per pad
57	Pad Paper, 62 pads >Ruled >Yellow >80 leaves
58	Paper Clip, 300 boxes >33mm >100pcs per box or 52 grms (min) (net of box)
59	Paper Clip, 300 boxes >50mm >100pcs per box or 120 grms (min) (net of box)
60	Paper Mimeograph, 100 reams >White >70gsm >size: Short
61	Paper Mimeograph, 100 reams >White >70gsm >size: Legal
62	Paper, 1,000 reams >Multi-purpose >70gsm >size: 210mm x 297mm (A4)
63	Paper, 800 reams >Multi-purpose >70gsm >size: 216mm x 330mm (Legal)
64	Paper, Multi-purpose, 2,000 reams >80gsm >size: 210mm x 297mm (A4)
65	Paper, 2,000 reams >Multi-purpose >80gsm >size: 216mm x 330mm (Legal)
66	Paper Sticker, 400 packs >A4 size >high gloss >10pcs/pack
67	Paper Sticker, 400 packs

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	>A4 size >Matte >10pcs/pack
68	Pencil, 130 boxes >Lead with Eraser >12pcs/box
69	Pencil Sharpener, 39 pieces >Manual >single cutter head
70	Puncher, 40 pieces >Paper >heavy duty >with two-hole guide
71	Push Pin, 100 packs >assorted color >100s
72	Rags, 185 bundles >all cotton >178mm >32 pcs per kilo per bundle >assorted
73	Record book, 100 books >300 pages >size: 214mm x 278mm min
74	Record book, 200 books >500 pages >size: 214mm x 278mm min
75	Rubber Band, 20 boxes >70mm min lay flat length (#18)
76	Scissors, 119 pieces >Symmetrical >blade length: 160mm >cutting blade: 70mm
77	Sign Pen, 1,500 pieces >Black >Liquid/gel ink >0.5mm >needle type >with non-slip >rubber grip > with metal clip
78	Sign Pen, 1,500 pieces >Blue >Liquid/gel ink >0.5mm needle type >with non-slip >rubber grip >with metal clip
79	Sign Pen, 100 pieces >Red >Liquid/gel ink >0.5mm needle type >with non-slip > rubber grip >with metal clip
80	Stamp Pad Ink, 50 bottles >purple or violet >50ml (min)
81	Stamp Pad, 20 pieces >Felt >bed dimension: 60mm x 100mm
82	Stapler with remover, 200 pieces >Standard type >200 staples (min) capacity
83	Staple wire, 300 boxes >Standard >No. 35, 500 wires/box
84	Sign-Here sticker, 358 packs >Tape flag
85	Tape, 40 rolls >Double sided foam type >24mm x 1m
86	Tape, 70 rolls >Double sided tissue type >12mm x 10m

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87	Tape Dispenser, 50 pieces >Tabletop >heavy duty >1.2kg
88	Tape, 290 rolls >Masking >width: 24mm (±1mm) >50 meters
89	Tape, 495 rolls >Masking >width: 48mm (±1mm) >50 meters
90	Tape, 600 rolls >Packaging >width: 48mm (±1mm) >50 meters
91	Tape, 1,000 rolls >Transparent >width: 24mm (±1mm) >50 meters
92	Tape, 400 rolls >Transparent >width: 48mm (±1mm) >50 meters
93	Tape, 200 rolls >Transparent >width: 72mm (±1mm) >30 meters
94	Toilet Tissue Paper, 1,500 packs >2-plys 300 sheets >150 pull >12 rolls in a pack
95	Trash bag, 500 packs >Black >940mm x 1016mm >10pc/pack
96	Twine, 153 rolls >Plastic >W: 1000g/roll

A Supplemental Bid Bulletin will be issued indicating that items 35, 36, 37, 38, 39, and 40 of the Technical Specifications are consumables/supplies necessary for the operation of Canon printers of the PSC, which is allowed under Section 18. Reference to Brand Names of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184. This is, according to the BAC Chairman, to ensure that the PSC is not tailor fitting as to the requirements of consumable/supplies and not violating the rules of R.A. No. 9184.

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Air Freshener	400 pieces	400 pieces	Within thirty (30) calendar days from receipt of the Notice to Proceed
2	Ethyl Alcohol	643 bottles	643 bottles	
3	Isopropyl Alcohol	800 bottles	800 bottles	
4	Balikbayan Box	1,000 pieces	1,000 pieces	
5	Battery 9v	250 packs	250 packs	
6	Battery dry cell AA	500 packs	500 packs	
7	Battery dry cell AAA	450 packs	450 packs	

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8	Calculator	25 pieces	25 pieces	
9	Clear Book A4	60 pieces	60 pieces	
10	Clip Backfold 19 mm	140 boxes	140 boxes	
11	Clip Backfold 25 mm	200 boxes	200 boxes	
12	Clip Board long	90 pieces	90 pieces	
13	Correction Tape	862 pieces	862 pieces	
14	Cutter Blade	106 tubes	106 tubes	
15	Cutter Knife	90 pieces	90 pieces	
16	Data File Box	370 pieces	370 pieces	
17	Data Folder	800 pieces	800 pieces	
18	Deodorizer Cake	680 pieces	680 pieces	
19	Disinfectant Spray	598 cans	598 cans	
20	Mailing Envelope	11 boxes	11 boxes	
21	Eraser	40 pieces	40 pieces	
22	Fastener	300 boxes	300 boxes	
23	File Tab Divider A4	150 packs	150 packs	
24	File Tab Divider Legal	150 packs	150 packs	
25	Flash Drive	400 pieces	400 pieces	
26	Folder loose leaf cover	40 bundles	40 bundles	
27	Folder clear front short	1191 pieces	1191 pieces	
28	Folder clear front long	1234 pieces	1234 pieces	
29	Folder with Tab A4	5 packs	5 packs	
30	Folder with Tab legal	30 packs	30 packs	
31	Folder pressboard	200 boxes	200 boxes	
	All Purpose Glue			

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32		120 pieces	120 pieces s	
33	Glue Stick	675 pieces	675 pieces	
34	Liquid Hand Soap	300 bottles	300 bottles	
35	Canon Ink Cart G1000-4000 Black GI-790	150 pieces	150 pieces	
36	Canon Ink Cart G1000-4000 Cyan GI-790	150 pieces	150 pieces	
37	Canon Ink Cart G1000-4000 Magenta GI-790	150 pieces	150 pieces	
38	Canon Ink Cart G1000-4000 Yellow GI-790	150 pieces	150 pieces	
39	Canon Ink Cart PIXMA PG-810 Black	350 pieces	350 pieces	
40	Canon Ink Cart PIXMA CL-811 Colored	350 pieces	350 pieces	
41	Insecticide	500 cans	500 cans	
42	Marker Fluorescent	200 sets	200 sets	
43	Marker Permanent bullet type black	720 pieces	720 pieces	
44	Marker permanent bullet type blue	600 pieces	600 pieces	
45	Marker permanent bullet type red	120 pieces	120 pieces	
46	Marker permanent broad tip green	228 pieces	228 pieces	
47	Marker permanent fine tip black	71 pieces	71 pieces	
48	Marker permanent fine tip blue	71 pieces	71 pieces	
49	Marker permanent fine tip red	28 pieces	28 pieces	
50	Marker whiteboard black	480 pieces	480 pieces	
51	Marker whiteboard blue	480 pieces	480 pieces	
52	Marker whiteboard red	120 pieces	120 pieces	
53	Notebook	800 pieces	800 pieces	
54	Note pad 2" x 3"	600 pads	600 pads	
55	Note pad 3" x 3"	769 pads	769 pads	

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56	Note pad 3" x 4"	500 pads	500 pads
57	Pad Paper	62 pads	62 pads
58	Paper Clip 33mm	300 boxes	300 boxes
59	Paper Clip 50mm	300 boxes	300 boxes
60	Paper Mimeograph short	100 reams	100 reams
61	Paper Mimeograph legal	100 reams	100 reams
62	Paper Multi-purpose 70gsm A4	1,000 reams	1,000 reams
63	Paper Multi-purpose 70gsm Legal	800 reams	800 reams
64	Paper Multi-purpose 80gsm A4	2,000 reams	2,000 reams
65	Paper Multi-purpose 80gsm Legal	2,000 reams	2,000 reams
66	Paper Sticker A4 high gloss	400 packs	400 packs
67	Paper Sticker A4 matte	400 packs	400 packs
68	Pencil	130 boxes	130 boxes
69	Pencil Sharpener	39 pieces	39 pieces
70	Puncher	40 pieces	40 pieces
71	Push Pin	100 packs	100 packs
72	Rags	185 bundles	185 bundles
73	Record book 300 pages	100 books	100 books
74	Record book 500 pages	200 books	200 books
75	Rubber Band	20 boxes	20 boxes
76	Scissors	119 pieces	119 pieces
77	Sign Pen Black	1,500 pieces	1,500 pieces
78	Sign Pen Blue	1,500 pieces	1,500 pieces
79	Sign Pen Red	100 pieces	100 pieces

80	Stamp Pad Ink	50 bottles	50 bottles
81	Stamp Pad	20 pieces	20 pieces
82	Stapler with remover	200 pieces	200 pieces
83	Staple wire	300 boxes	300 boxes
84	Sign-Here sticker	358 packs	358 packs
85	Double Sided Tape foam type 24mm x 1m	40 rolls	40 rolls
86	Double Sided Tape tissue type 12mm x 10m	70 rolls	70 rolls
87	Tape Dispenser	50 pieces	50 pieces
88	Masking Tape 24mm	290 rolls	290 rolls
89	Masking Tape 48mm	495 rolls	495 rolls
90	Packaging Tape 48mm	600 rolls	600 rolls
91	Transparent Tape 24mm	1,000 rolls	1,000 rolls
92	Transparent Tape 48mm	400 rolls	400 rolls
93	Transparent Tape 72mm	200 rolls	200 rolls
94	Toilet Tissue Paper	1,500 packs	1,500 packs
95	Trash bag	500 packs	500 packs
96	Twine	153 rolls	153 rolls

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 7 March 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.

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11. Envelopes must be brown in color. Bidders are free to improvise but must strictly comply with the color. All envelopes SHALL:
- Contain the name of the contract to be bid in capital letters;
 - Bear the name of and address of the Bidder in capital letters;
 - Be addressed to the Procuring Entity's BAC in accordance with ITB;
 - Bear the specific identification of this bidding process indicated in the ITB; and
 - 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 MARCH 7, 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 7 March 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. Agsalud of MCSA Marketing clarified the submission of original and copy 1 of bid documents. The BAC Chairman responded that bidders are required to submit original and copy 1 of bid documents.

Mr. Agsalud likewise made a clarification as to the submission of original bids, whether the same will be submitted in original forms or Certified True Copies. The BAC Chairman responded that for original bid submission should be Certified True Copies of documents.

Mr. Agsalud also inquired whether there is a vaccination requirement during the purchase of bidding documents. The BAC Chairman responded that vaccination is a requirement, hence, the representative, during the purchase of bidding documents, should present his/her vaccination details/card.

Mr. Agsalud inquired as well whether there is a vaccination requirement during the submission of bid proposals. The BAC Chairman responded that vaccination is a requirement and that vaccination details/cards should be presented/received by the BAC Secretariat.

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 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: 2022.02.24
15:47:48 +08'00'
ATTY. GUILLERMO B. IROY, JR.
BAC Chairman