

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Philippine Delegation Uniform for SEA (Southeast Asian) and PARA Games 2019

September 18, 2019, 02:00 PM

BAC Bidding Room

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Nicole Delator	Anclaze Trading - Unit 2032 6CR, Sultan St., Highway Hills, Mandaluyong City
2.	Julie Crisologo	Sonak Corporation - 2F Sonak Center Km. 18 West Service Rd., Parañaque City
3.	Elisa Palanca	Sertegy - 46 Vermont Royale, Antipolo City

B. BAC Members and Staff

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Manuel Bitog	BAC Vice Chairman
3.	Marc Edward D. Velasco	BAC Member
4.	Epifanio G. Cordero, Jr.	BAC Member
5.	Anna Christine S. Abellana	BAC Member
6.	Abigail Marie V. Rivera	BAC Member Alternate
7.	Charlie Esquivel	BAC Member Alternate
8.	Atty. Michelle C. Labajanan	BAC Secretary
9.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
10.	Oscar Papelera, Jr.	BAC Secretariat Support Staff
11.	Jeanette Dinglasan	BAC Secretariat Support Staff
12.	Ariel Flores	BAC Secretariat Support Staff
13.	Justine Anne Buhat	BAC Secretariat Support Staff

C. TWG

	Names	Position
1.	Erwin Guillermo	TWG Member
2.	Reina Preciosa Evangelista	TWG Member
3.	Norberto Dinglasan	TWG Member

D. Observer

	Names	Position
1.	Alijandro Millete II	Commission on Audit Representative

E. Others

	Names	Position
1.	Engr. Jose Damole	Consultant
2.	Ethel M. Goh	Procurement Head
3.	Ma. Luisa Ner	End-User

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Philippine Delegation Uniform for SEA (Southeast Asian) and PARA Games 2019**, with an Approved Budget for Contract of **Seventy Million Pesos (Php 70, 000, 000.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on September 10, 2019.

The BAC Chairman acknowledged the presence of the BAC members, the BAC Secretariat, Technical Working Group (TWG) members, Commission on Audit (COA) Representative and other attendees. The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above were mentioned).*

The Philippine Chambers of Commerce, Inc. (PCCI) and Philippine Institute for Supply Management (PISM) were invited, however, the said offices failed to send representatives to attend the Pre-Bid Conference.

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 the Procurement Law, bidders should follow the requirements set by the Agency. 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. 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.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to 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 following requirements are included in the checklist and discussed.

B. Eligibility & Technical (first envelope), Financial Component (second envelope) of the bid, and Instruction to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:

B.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):

1. The Application Form for Eligibility and Checklist for Goods must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization which is either sole proprietorship, partnership or corporation.
2. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". Provided, in case the validity period of the Registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit had already lapsed / expired before the expiration of the PhilGEPS Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents valid as of the date of opening of bids.
3. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship, Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
4. The Corporation, Cooperative or Partnership's Articles of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder, including its amendments thereto, if any. **The General Information Sheet for 2019** shall also be submitted in case bidder is a corporation. In case the following document is not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted.
5. Duly signed and notarized Valid Joint Venture Agreement, in case of Joint Venture. In case bidder does not have Joint Venture Agreement, he must submit a duly **SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY**;
6. Duly signed and notarized statement of completed similar government and private contracts for the last three (3) years or more from the opening of the bidding with copies of contracts. The list shall state the following for each contract:
 - a. Name of clients with contact numbers and addresses;

- b. Date of award of contract;
- c. Total contract cost;
- 7. Duly signed and notarized statement of ongoing similar government and private contracts awarded, supported by the Notice of Award and Notice to Proceed, if any:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
- 8. **Duly Signed and notarized statement** of completed single largest contract that is similar to the contract to be bid, and whose value must be **at least fifty percent (50%) of the ABC**;
- 9. End user's Certificate of Commendation of Satisfactory Performance (for Bidders who have contract with PSC) or Certificate of Commendation of Satisfactory Performance from other Client.
- 10. Income Tax Return (ITR) for 2018, (CTC by the BIR) and Audited Financial Statement (AFS) for 2018, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. **Only Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.** Include Quarterly Income Tax Return for the 1st Quarter of 2019. In case of manual filing, the bidder must submit a certification from the BIR and proof of payment from the authorized bank;
- 11. Net Financial Contracting Capacity (NFCC) computations at least equal to the ABC OR Committed line of credit must be at least equal to TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal / Commercial bank, it shall be authenticated by a local Universal / Commercial Bank. The Bank issued Committed Credit Line must specifically be for Procurement Project and must state the name of the Philippine Sports Commission. The BAC Chairman emphasized that the Committed Line of Credit must constitute as a guarantee on the part of the issuing bank precisely because the requirement is for a Committed Line of Credit;

B.2. As to Technical Documentary Requirements:

12. Bid Security

- Required Bid Security Form
- **Duly Signed and Notarized Bid Securing Declaration** or any/either of the following:
 - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
 - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)
 - c) Surety Bond (5% of the ABC), valid 120 days from 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;

13. Technical Specifications;

2,500 sets Delegation Apparels / Uniforms

consisting of:

A. 1 pc.

Track Jacket

- Moisture wicking and quick drying to keep you dry
- 100% Polyester
- Soft jersey offers comfort during movement
- Iconic stripe execution
- Full zip classic warm up jacket design
- Interlock fabric provides soft hand and smooth clean finish
- Front secure pockets for storage
- High collar construction to protect from wind
- Visible logo branding
- Color: Navy Blue
- Size run: S – 5XL
- Philippine Flag – Chest Upper Left (L x W) 70mm x 37mm
- Philippines Text – Back (L x W) 285mm x 37mm

B. 1 pc.

Track Pants

- Moisture wicking and quick drying to keep you dry

- 100% Polyester
- Soft jersey offers comfort during movement
- Iconic stripe execution
- Interlock fabric provides soft hand and smooth clean finish
- New elasticated waistband for support and comfort and drawcord for adjustability
- Rear Leg zip opening
- Side pockets for storage
- Visible logo branding
- Color: Navy Blue
- Size run: XS – 5XL

C. 4 pcs. T-Shirt Round Neck (Navy Blue)

- Moisture wicking and quick drying to keep you dry
- Cotton blend single jersey
- 65% Polyester & 35% Cotton
- Iconic stripe execution
- Interlock fabric provides soft hand and smooth clean finish
- Soft jersey offers comfort during movement
- Visible logo branding
- Color: Navy Blue
- Size run: XS – 4XL
- Philippine Flag – Chest Upper Left (L x W) 70mm x 37mm
- Philippines Text – Back (L x W) 285mm x 37mm

D. 1 pc. Shorts

- Moisture wicking and quick drying to keep you dry
- 100% Polyester
- Soft jersey offers comfort during movement
- Iconic stripe execution
- Interlock fabric provides soft hand and smooth clean finish
- New elasticated waistband for support and comfort and drawcord for adjustability
- Side pockets for storage
- Visible logo branding
- Color: Navy Blue
- Size run: S – 5XL

E. 1 pc. Polo Shirt

- Moisture wicking and quick drying to keep you dry
- 100% Polyester Double Pique Fabric
- Iconic stripe execution
- Classic Collar and button construction
- Interlock fabric provides soft hand and smooth clean finish
- Visible logo branding
- Available Sizes: S-5XL
- Color: Navy Blue
- Philippine Flag – Chest Upper Left (LxW) 70mm x 37 mm
- Philippines Text – Black (L x W) 285mm x 37mm
- Brand Logo – Chest Upper Right

F. 1 pc. Backpack

- 13inch PC Compartment
- Side Pocket
- Logo Liner
- Boxy Style
- Shoes Compartment
- Outer Zip Pocket
- Brand Big Logo

- With "Philippine Flag and Philippines" text
- Color: Black

G. 1 pc. Bull Cap

- Light weight
- Comfort Fit
- Breathability
- Basic logo cap
- Color: Navy Blue
- Available Sizes: M-L
- With Philippine Flag (Size: L x W/ 70mm x 37mm)

H. 3 pairs Socks

- 97% Polyester & 3% Elastane
- 3 pairs Socks Pack
- Comfort Fitting
- Basics logo ankle socks
- Available Sizes: S-M-L

I. 1 pr. Rubber Shoes

- Single layer mesh upper
- Heel tab
- Casual, contemporary look
- Understated and stylish
- Available Sizes: 7-13, 14, 15
- Available Women's Sizes: 5 – 12
- Color: Black

Delivery Schedule: 30 days upon receipt of Notice to Proceed

The pictures of the actual design of the delegation uniform were presented by the BAC to all the attendees of the Pre-Bid Conference.

The Bids and Awards Committee will issue a Supplemental Bid Bulletin on the specific size requirements.

14. Tax Payers Identification Number/Certificate of Registration;
15. Tax Clearance Certificate per Executive Order 398, series of 2005, **as finally reviewed and approved by the BIR issued for Bidding Purposes** valid as of the date of Opening of Bids;
16. Organizational Chart;
17. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a detailed list of their designation;
18. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with a proof of ownership or contract of lease;
19. Omnibus Sworn Statement stating the following: (*refer to format in BDS, must be notarized*).
 - a. That the bidder is not "blacklisted" or barred from bidding by the National Government or any of its agencies, offices, corporations and LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
 - b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct;
 - c. That it is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all submitted documents;
 - d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and /or to represent the prospective bidder during the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture;

- e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of R.A. 3019 (that the bidder is not related to the Head of the Procuring Entity, members of the BAC, the TWG, the BAC Secretariat, the Head of the PMO or the end user unit and the project consultants by consanguinity or affinity up to the third civil degree);
 - f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's;
 - g. That it complies with existing labor laws and standards;
 - h. That the bidder has no contract terminated by reason of default;
 - i. That it did not give or pay, directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, or personnel or representative, of the government in relation to any procurement project or activity.
20. Other documents as stated in the BDS such as Pre-Bid Minutes and Supplemental Bid Bulletin that may be issued prior to the Opening of Bids, if any.
- If the Bid qualifies and submitted all documents bidders shall be marked as eligible and hence shall be eligible for the opening of its financial envelope.

B.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)

1. The financial envelope shall contain the following information/documents and be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:
 - a. **Duly signed and notarized** bid prices in the Bill of Quantities;
 - b. **Duly signed and notarized** Proposal/Bid Form;
 - c. **Duly signed and notarized** Recurring Maintenance Costs, if applicable (signed and notarized statement if not applicable)
2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

B.4. Instruction to Bidders/Open Forum and Miscellaneous

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. If a certified true copy of the document is submitted, all original documents should be presented during the Opening of the Bids, for verification of the same.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be **BROWN** in color and shall be labeled properly, as shown in the sample.
 - First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope.
 - Prospective bidders are free to improvise but reminded to strictly comply with the color.
 - Envelopes should be properly signed, sealed and labeled.
 - Bidders shall put the word "COMPLY" or "NOT COMPLY" against each of the individual parameters of each specification stating the corresponding performance parameter of the offer, in order to manifest that the technical specification has been complied with.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on September 30, 2019 at 10:00 AM at the BAC Bidding Room. Late submission of bid documents will not be accepted. The bidders must come on or before 10:00 AM to the venue where the opening of bids will take place.
- E. A photocopy of the signatory's Government Issued Identification Card should be attached to each notarized document, as a mandatory requirement for notarization.
- F. A supplemental bid bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- G. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

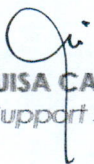
The following queries were asked during the Pre-Bid Conference:

1. A prospective bidder asked on the number of each sizes of the delegation uniform. The BAC Chairman replied that the BAC will issue a Supplemental Bid Bulletin on the number of sizes;
2. A prospective bidder asked if the Philippine Flag logo is embroidered or printed. The end-user said that it should be printed. The BAC will issue a Supplemental Bid Bulletin to address the said concern;
3. A prospective bidder asked if there are required sizes on submitting samples. The BAC Chairman replied that there are none; and

4. A prospective bidder asked if the sample is limited to one material or they can propose other materials. The BAC Chairman responded that the type of material indicated in the technical specification must be followed.

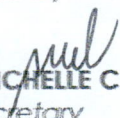
There having no other questions raised, the Pre-Bid Conference adjourned at 2:25 PM.

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