

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Emergency Survival Kits for PSC Employees-Rebid

October 30, 2019, 10:40 AM

BAC Bidding Room

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Lizette Bonifacio	Big Vision International Trade & Industries Corp. - Calamba City
2.	Phinky Lavarias	Oliveros Protective Equipment & Maritime Supplies - Pros 3, Quezon City
3.	Alvin Arino	T3ck Trading - Antipolo City
4.	Ronald Reyes	NBR Gen, - San Pedro, Laguna
5.	Mary Jean Gauto	SIH International Corp. 1102 Quiricada Binondo, Manila
6.	Rejean Barredo	Danda Designs & Concepts, Inc. - 27 Bluebell Loop Lex. Garden Vill. Pateros

B. BAC Members and Staff

	Names	Position
1.	Manuel G. Bitog	BAC Vice-Chairman
2.	Anna Christine S. Abellana	BAC Member
3.	Epifanio G. Cordero, Jr.	BAC Member
4.	Charlie C. Esquivel	BAC Member Alternate
5.	Atty. Michelle C. Labajanan	BAC Secretary
6.	Ariel Flores	BAC Support Staff
7.	Oscar Papelera, Jr.	BAC Support Staff
8.	Jeanette B. Dinglasan	BAC Support Staff
9.	Ma. Luisa Carmela D. Berguia	BAC Support Staff
10.	Justine Anne Buhat	BAC Support Staff

C. TWG

	Names	Position
1.	Erwin M. Guillermo	TWG Member
2.	Belinda David	TWG Member

D. Others

	Names	Position
1.	Ethel M. Goh	Procurement Head
2.	Charlie C. Esquivel	End-User

The BAC Vice-Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Emergency Survival Kits for PSC Employees-Rebid**, with an Approved Budget for Contract of **Two Million Nine Hundred Eighty-Two Thousand Pesos (Php 2, 982, 000.00)**.

The BAC Vice-Chairman acknowledged the presence of the BAC members, the BAC Secretariat and the TWG. The BAC Vice-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), Commission on Audit (COA) Representative 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 Vice-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 presented 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. The Eligibility & Technical Requirements (first envelope), Financial Component (second envelope) of the bid, and Instructions 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 whether 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 that, in case the validity period of the company registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit, or equivalent document in case of Exclusive Economic Zones areas 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 which must be 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 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 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 Tax Return for 1st Quarter of 2019;
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 Procuring Agency;

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 bid security amount;

13. Technical Specifications;

Item No.	Description	Qty	Unit
1	Survival Go Bag Single Compartment Water Resistant Bag with ID Holder	426	sets
	>Backpack Type		
	>Materials: 600 Denier Cordura and 210 Denier Polyester lining		
	>Dimensions: L x W x H 11.5" x 9" x 17"		
	>2 front pocket, subpocket outside and 9 pockets inside		
	Includes the following items:		
	• Cotton Gloves - 426 pairs		
	>Knitted poly/cotton gloves with PVC dots, one size fits all		
	• Dust Mask N95 - 426 pcs		
	>White color disposable. Welded strap attachment, adjustable		
	noseclip helps provide a custom fit and secure seal		
	• Clean Gloves - 426 pcs		
	>Disposable, powdered non sterile latex gloves		
	Facemask - 426 pcs		
	>Bacterial Filtration Efficiency, 3ply latex free, fluid resistant		
	• Plastic Trashbag - 852 pcs		
	>Can be used for several practical uses		

	>Oxio Biodegradable: sizes 22" x 24" and 26" x 32"		
	● Help Banner (Flaglet) - 426 pcs		
	>Can be used to signal for Help		
	>Size: 24" x 11.5"		
	● Firs Aid Kit, Mini - 426 sets		
	Includes the following:		
	>1 pc Cold Rub Ointment (10g)		
	>5 pcs sterile Gauze dressing (2x2)		
	>2 pairs sterile gloves		
	>1 pc Hovicor Hydrocortisone Cream (15g)		
	>1 pc Calmoseptine Ointment (3.5g)		
	>10 pcs paracetamol Biogesic Tablet (500mg)		
	>10 pcs Aspirin Aspilets (80mg)		
	>10 pcs Carbocisteine Solmux Mucolytic Capsule (500mg)		
	>10 pcs Certirizine Hydrochloride Tablet (10mg) / Antihistamine		
	>1 pc Providone - Iodine Betadine 10% Antiseptic Solution (120ml)		
	>1 pc Hydrogen Peroxide Agua Oxigenada 3% Antiseptic Solution (500ml)		
	>1 pc Cleene Cotton Roll (25g)		
	● Whistle - 426 pcs		
	>Streamline Design with fingerprint area makes the whistle easier to hold. Produce 100 decibels of sound with lanyard		
	● Light Sticks (Glow Sticks)		
	>6" battery free, nonheat producing, non-toxic		
	● Permanent Marker - 426 pcs		
	>Permanent Ink, Xylene and Toluene free		
	● Thermal Blanket - 426 pcs		
	>Polyester plastic film coated aluminum, gold/silver		
	>Size: 160 cm x 210 cm		
	● Magic Heat pack, Reusable - 426 pack		
	>Durable hot pack, hand warmer, safe non toxic		
	● Batteries (to match flashlight)- 426 pack		
	>High quality, Heavy Duty batteries		
	>size 2A, 4pcs/pack		
	● Multi-Tool - 426 pcs		
	>Stainless Steel ABS, folded size 10cm x 5 cm, 11 in 1 special tool		
	● Portable Radio - 426 pcs		
	>Frequency Range, FM88-108MHz, AM540-1600KHz		
	power source 2 sets 1.5V Battery (2pcs AA)		
	● Duct Tape - 426 pcs		
	>Strong backing, superior adhesive, durable 48mm x 50m		
	● Emergency Scissors - 426 pairs		
	>Stainless steel blade with tough plastic handle		
	>size: 18.3cm x 9.2cm		
	● Mineral Water 500ml - 852 bottles		
	● Hard Hat - 426 pcs		
	>Color orange, suspension pinlock 6point nylon with chin strap		
	● Toiletries - 426 sets		
	>including:Shampoo, Toothpaste, Toothbrush, OFF lotion, face towel, Tissue paper, napkin, Alcohol, Cotton Buds, and Soap		
	● Flashlight - 426 pcs		
	>Small Aluminum aloy, 5 bulb 3w		
	● Candles and Matches - 426 pcs		
	● Raincoat - 426 pcs		
	>Poncho Emergency Light Weight, One size fits all		
	● Rainboots - 426 pairs		

	>Duarable Heavy Duty		
	● Slippers - 426 pairs		
	● Rope - 426 pcs		
	>4mm, 5 meters long		
	● Pen and Paper - 426 sets		
	● Waterproof Case - 426 pcs		
	>Necklace design type, PVC ABC, 18cm x 11cm		

Delivery Schedule: Supply and Delivery within 60 days upon issuance of Notice to Proceed

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 and Company Profile;
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 *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: Pre-Bid Minutes and Supplemental Bid Bulletin.

If the Bid qualifies and all documents are submitted by the bidders, it shall be marked as eligible and hence shall be eligible for the opening of the financial envelope.

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

1. The financial envelope shall contain the following information/documents and shall 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 copies of the documents are submitted, all original copies should be presented during the Opening of the Bids for verification and comparison.
- 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 are 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, and to manifest that the technical specification has been complied with.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on November 11, 2019 at 10:00 AM in the same venue. 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 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 prospective bidders asked the following questions and clarifications:

1. A prospective bidder noted that the medicines in the emergency kit, as listed in the technical specifications, are branded. The bidder clarified whether they should supply the same brand or if other brands will suffice. The BAC replied that a Supplemental Bid Bulletin will be issued to address the said concern;
2. A prospective bidder asked if there is a sample provided and what color should the go bag be. The BAC replied that it is the bidder who will provide the sample in accordance with the specifications. The color of the go bag must be a color that is able to be seen in the dark;
3. A prospective bidder asked if the sample they are going to provide on the opening of bids is merely the go bag. The BAC replied that the bidder must bring the samples for the go bag and all its content thereof;
4. A prospective bidder asked if they can provide a two (2) duct tapes with a measurement of 25m each because according to the said bidder, the required duct tape is no longer available in the market. The BAC replied that the requirement must be followed and that the required duct tape still exists;
5. A prospective bidder asked if the flashlight could be LED instead of the requirement stated in the technical specifications. Per the said bidder, the specification of the flashlight is already phased out in the market. The BAC replied that a Supplemental Bid Bulletin will be issued to address the said concern;
6. A prospective bidder asked for the quantity and sizes of the candle. The BAC answered that a Supplemental Bid Bulletin will be issued to address the matter;
7. A prospective bidder asked if whether or not the raincoat is disposable. The BAC replied that it is not disposable and a Supplemental Bid Bulletin will be issued to clarify the specification for the same;
8. A prospective bidder asked what sample sizes they should provide on the opening of bids for the slippers and boots. The said bidder manifested that there are no such sizes of small, medium and large for boots. The BAC replied that the bidder will only provide one (1) size for slippers and one (1) size for boots regardless of what size it is. The BAC will issue a Supplemental Bid Bulletin for the breakdown of sizes for slippers and boots;
9. A prospective bidder asked what the volume and sizes of the toiletries should be. The BAC replied that a Supplemental Bid Bulletin to address the said concern;
10. A prospective bidder asked what the preferred color for the pen is and what kind of paper the requirement is. The BAC replied that a Supplemental Bid Bulletin will be issued to address the matters;
11. A prospective bidder asked what size the heat pack should be for per the said bidder, the same has two (2) sizes; small and big. The BAC responded that a Supplemental Bid Bulletin will be issued pertaining to the said concern;

12. A prospective bidder asked what the preferred color for marker pen is. The BAC replied that it will be determined and that a Supplemental Bid Bulletin will be issued;
13. A prospective bidder asked if they are required to submit a Certification that the go bag are in accordance with the specifications required by the Commission. The BAC replied that the bidder must submit a Certification from any Government testing centers (e.g. DOST). However, the bidders manifested that there is time constraint because of the upcoming holidays considering that the opening of bids is on November 11, 2019. The bidders plead that instead of Certification from DOST, they can submit a Manufacturer's Certification to prove that the go bags are within the required specifications. The BAC granted the plea of the bidders and ruled that the winning bidder is subject to DOST testing during the Post-Qualification evaluation by the TWG;
14. A prospective bidder asked whether the bottled water is mineral or distilled. The BAC replied that is should be mineral;
15. A prospective bidder asked what size and color the help banner should be. The BAC answered that a Supplemental Bid Bulletin will be issued to address the matter; and
16. A prospective bidder asked if they are to bring the actual sample on the opening of bids. The BAC replied that bidders must bring the actual sample on the opening of bids.

There having no other questions raised, the Pre-Bid Conference 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:



MANUEL G. BITOG
BAC Vice-Chairman