

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Philippine Flag Pins for Team Secretariat, Officials, Coaches and Athletes-30th Southeast Asian Games

October 30, 2019, 10:00 AM

BAC Bidding Room

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Florida Santiago	Mr. G. Metal Embossing Contractor - 11 Oro St., Tugatog, Malabon City
2.	Shielle Payarila	MMP Awards Specialist - 9007 Josene St., Stateland, Manggahan G., Taguig City

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 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.	Bellinda David	TWG Member

D. Others

	Names	Position
1.	Ethel M. Goh	Procurement Head
2.	Jhen Catilo	End-User
3.	Myla Iguis	End-User

The BAC Vice-Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Philippine Flag Pins for Team Secretariat, Officials, Coaches and Athletes-30th Southeast Asian Games**, with an Approved Budget for Contract of **Three Million Four Hundred Twenty Thousand Pesos (Php 3, 420, 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;

Philippine Flag Pins

Specification:

- >Thickness: 1/16" thick material
- >Size: 3/4" x 3/4" in size
- >post nail and grip fastener back attachment
- >3 color paint included
- >with plastic coating
- >Softbox packaging
- >gold plated
- > Design: Waving Flag

Quantity: 57,000 pieces

Delivery Period: Within 7 days upon issuance of Notice to Proceed

Actual sample of the flag pin was shown to all present.

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 property 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 clarified if the Commission will issue a Purchase Order (PO) or Notice to Proceed (NTP). The BAC replied that Notice of Award, Contract and Notice to Proceed are issued;
2. A prospective bidder asked if a token is categorized as similar contract to the project. The BAC replied that there will be a Supplemental Bid Bulletin to be issued to address the query;

3. A prospective bidder asked if a project worth 25% of the ABC will qualify as Single Largest Completed Contract instead of 50% of ABC or 2 projects worth 50% of the ABC. The BAC responded that the requirements is 50% of the ABC;
4. A prospective bidder asked if the delivery period can be extended. The BAC replied that it cannot be extended because the said project is intended for the upcoming 30th SEA Games;
5. A prospective bidder asked when the opening of bids is because in the PhilGEPS advertisement, the date indicated for closing is November 18, 2019 and in the Invitation to Bid, the opening of bids is dated November 11, 2019. Mr. Papelera, BAC Support Staff, explained that the bidder must followed the schedule of Opening of Bids indicated in the Invitation to Bid; and
6. A prospective bidder asked if the sample to be brought on the opening of bids is the actual design. The BAC answered that it must be actual design.

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