

MINUTES OF PRE-BID CONFERENCE

February 28, 2019 at 10:00 AM

BAC Bidding Room, Ground Floor

PHILIPPINE SPORTS COMMISSION

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

Attendees:

A. Prospective Bidders / Visitors:

	Name	Company/Address
1.	Editha Eugenio	LinkSports, Inc.
2.	Mike Plata	Andrei Sports
3.	Joaquin Villanueva	Lakbay Services
4.	Susana Bereno	New Start Sporting Goods
5.	Ian Gollara	Nteksystem Inc.
6.	Fredillinllagan	LIB Trading
7.	Ronald Castillo	Kitchen Mall Corp.
8.	Jeffrey Unabia	Universal Commercial Corp.
9.	Divina GraciaBuela	Bitsoftechnology Co.
10.	Rhoel Bautista	Western Appliances

B. BAC Members, BAC Support Staff and TWG:

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chair
2.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chair
3.	Marc Edward Velasco	BAC Member
4.	Epifanio G. Cordero	BAC Member
5.	Abigail Marie V. Rivera	BAC Member (Alternate)
6.	Engr. Victoria T. Moya	Member TWG for GSI
7.	Engr. Pedro I. Pineda	Member TWG for GSI
8.	Cristina M. Garcia	Member TWG for GSI
9.	Norberto M. Dinglasan	Member TWG for GSI
10.	Jeanatte B. Dinglasan	BAC Support Staff
11.	Justine Anne T. Buhat	BAC Support Staff
12.	Ma. Luisa Carmela D. Berguia	BAC Support Staff

C. Observers:

1.	Ethel M. Goh	Procurement Head
2.	Alijandro Millete II	Commission on Audit (COA)

MINUTES

I. Introductory Remarks

The Presiding Officer, Atty. Iroy, acknowledged the presence of the BAC members, the Technical Working Group (TWG) members, the BAC Secretariat and its Support Personnel, Procurement Office Head and the End-user and the representative from Commission on Audit. Atty. Iroy, the Presiding Officer, also acknowledged the presence of the prospective bidders. (the company name, its address and representatives as listed above were mentioned).

Philippine 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.

II. Business Matters Taken and Discussed

A. Presentation of Projects

Atty. Iroy, the Presiding Officer, presented the six (6) projects with their corresponding Approved Budget Contract (ABC):

Project Name:	ABC
Supply and Delivery of Anti-Wave Swimming Pool Equipment for UP Davao, Philsports Complex in Pasig City	Php 15, 720, 000.00
Van Rental for Batang Pinoy 2019 Lot 1 Luzon Leg	Php 2, 000, 000.00
Van Rental for Batang Pinoy 2019 Lot 2 National Championship	Php 2, 500, 000.00
Supply and Delivery of Commercial Laundry Machine for RMSC, Philsports and Baguio	Php 3, 353, 220.000
Supply and Installation of Automatic Car Barrier with UPS for the Main Gate and Employees Parking Area of RMSC	Php 2, 690, 080.00
Supply, Delivery and Installation of Basketball Ring Goal for Philsports Complex	Php 5, 500, 000.00

B. Presentation of Requirements

Atty. Iroy, the Presiding Officer, cited the following requirements:

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. PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A" Platinum. Provided, in case the Registration (DTI, Partnership, Corporation, CDA) , Tax Clearance, Mayor's Permit whose validity period 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 Article of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder, including its amendments thereto, if any. The General Information Sheet for 2018 shall 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 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 complete similar government and on-going 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 complete similar government and on-going 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;
- 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 ABC¹.
- 9. End user's owner's certificate of commendation (for Bidders who have contract with PSC) or Certificate of Commendation from clients.
- 10. Income Tax Return (ITR) for 2017, (CTC by the BIR) and Audited Financial Statement (AFS) for 2017, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. Income Tax Returns for the First, Second and Third Quarter of 2018 (if applicable). Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.
- 11. Net Financial Contracting Capacity (NFCC) computation at least equal to 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 be 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 accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.

- 13. Technical specifications- must indicate if compliant with the technical specifications provided in the bid documents with the word "COMPLIED" for each item.

The technical specifications of each projects were cited:

1. For Supply and Delivery of Anti-Wave Swimming Pool Equipment for UP Davao, Philsports Complex in Pasig City:

- Starting Blocks-16 Sets
600 with Fixed Track
- Super Block-16 Sets
800 with Movable Track
- Racing Lanes and Storage-14 Sets
(150mm diameter) racing lanes 50m
- Storage Reels with Solar Guard-8 Sets
100m of Maxi Lanes
- Scope of work-1 Lot

¹Of the said Six (6) Projects (Refer to II-A. Presentations of Projects)

Installation of 16 pcs starting Blocks and Super Blocks
Installation of Racing Lanes
Testing

For Davao: Same scope of work, inclusive of hotel accomodation and plane tickets for three (3) installer

Delivery: Within thirty (30) days from receipt of Notice to Proceed

Ms. Eugenio from Linksports, Inc. asked for the extension of the delivery terms. According to her, the materials will be ordered from abroad and it will take time.

Atty. Iroy, the Presiding Officer, appreciated her query and said that the BAC will issue a necessary Supplemental Bid Bulletin to ensure the technical specification.

2. For Van Rental for Batang Pinoy 2019 Lot 1 Luzon Leg:

- Fully Airconditioned
- Can Accomodate 10-14 Passenger
- In very good condition
- Inclusive of Drivers fee, parking fee, fuel, driver's meals and permit if aplicable
- Current LTO Registration
- 10 hours a day

For Luzon Leg Lot 1-500 Units
Usage

Maximum Units required per day 50
Total Service required for the whole duration: 500

Arrival/s:
Cauayan City Airport to Ilagan City, Isabela
Games Time within Ilagan City, Isabela

Departure/s:
Ilagan City, Isabela to Cauayan City Airport

Delivery: Within Seven (7) days from receipt of Notice to Proceed

There was no bidder for this project during the Pre-Bid Conference.

3. For Van Rental for Batang Pinoy 2019 Lot 2 National Championship:

- Fully Airconditioned
- Can Accomodate 10-14 Passenger
- In very good condition
- Inclusive of Drivers fee, parking fee, fuel, driver's meals and permit if aplicable
- Current LTO Registration
- 10 hours a day

For: National Championship Lot 2-625 Units
Usage
Maximum Units required per day 60
Total Service required for the whole duration: 625

Arrival/s:

Tagbilaran Airport or Tacloban Airport to Tagbilaran City Proper or Ormoc City Proper

Game Time within Tagbilaran City or Ormoc City Proper

Departure/s:

Tagbilaran City or Ormoc City Proper to Tagbilaran Airport or Tacloban Airport

Delivery: Within Seven (7) days from receipt of Notice to Proceed

Also, there was no bidder for this project during the Pre-Bid Conference.

Atty. Iroy, the Presiding Officer said that the BAC will issue a necessary Supplemental Bid Bulletin on the area for this project. The area will be determined after the Luzon Leg.

4. For Supply and Delivery of Commercial Laundry Machine for RMSC, Philsports and Baguio:

- Branded Commercial Laundry Machine-13 Units
Capacity: 10.5 Kg
Stack Front Load Washer
Dryer
Electric
TurboVent Technology
High-Efficiency Washer Meets CEE Tier III Rating
High-Speed Extraction Cuts Drying Time (as High as 1000RPM)
Microprocessor Control
Large Capacity for Bulky Items 3.2 cu. Ft
Capacity Washer 6.7 cu. Ft. Capacity Dryer
Front Control Panel Angle for Easy Viewing
Easy-to-Use-One-Touch Cycle Selection
Quick Cycle Reduces Total Wash Time
Automatic Load Balancing
Built-in Oversudsing Protection
Reversible door (Dryer only)

Delivery Schedule: Within thirty (30) days from receipt of Notice to Proceed

5. For Supply and Installation of Automatic Car Barrier with UPS for the Main Gate and Employees Parking Area of RMSC:

- Powder Coated
- Wireless remote Control
- Able to integrate with:
 - Loop Detector
 - Parking Management System
 - Access Control System
 - Weatherproof

CAR BARRIER DIMENSION

All Steel Body
Aluminum Boom
Maximum Arm length: 4.5 meters (14.76 ft)
Operated via push-button control (inclusive)
Extremely durable: Weatherproof
With Protective Rubber Lining

INCLUDES SUPPLY AND INSTALLATION

Delivery Schedule: Within thirty (30) days from issuance of Notice to Proceed

There were questions asked on the technical specifications, specifically on the Access Control System by a bidder of this project.

Atty. Iroy, the Presiding Officer, appreciated the queries of the bidder and stated that the BAC will issue a Supplemental Bid Bulletin as to the technical specifications.

6. For Supply, Delivery and Installation of Basketball Ring Goal for Philsports Complex:

- Basketball Ring Goal (2 pcs)-1 Set
- Electric Operation-FIBA
Auto-Retractable Foot Pad
4" Thick Front Padding
Adjustable to 8', 9' and 10' Goal Heights
Available in 10' and 8' extensions to meet all Professional, Collegiate, High School, and International

Specification:

Auto Lift Mechanism (ALM) System for one step set-up

Without tool:

System uses a standard 110V 20amp circuit

4" thick protective padding covered in 30 oz. Vinyl

Infinite Height Adjustment from 8' to 10' with visual height indicator

Floor anchor system compatible with all surfaces

10 years warranty

FIBA Approved

Delivery: Within thirty (30) days from receipt of Notice to Proceed

Ms. Eugenio from Linksports, Inc. asked for the extension of the delivery terms of this project for the materials will come from abroad.

Atty. Iroy, the Presiding Officer, appreciated her query and said that the BAC will issue a Supplemental Bid Bulletin to ensure the technical specifications.

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 a purchase agreement that may be used for the contract supported by 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. Bidders are to make sure that the statement is duly signed and 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 HOPE or the BAC 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 in the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture. So, bidder must name the person authorizing to represent during the bidding, in case the Corporation authorizes somebody to represent for and in its behalf. The Commission also requires that there shall be a Secretary Certificate attesting to that fact that the said person is authorize to do so, for and in behalf of the Corporation. If the bidder is a Corporation, bidder is required to submit a Secretary Certificate, or if others, a Special Power of Attorney from the owner, BAC Members will require such as during the bidding to verify if the representative is authorized.
 - e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA3019, (Anti Graft law) that the bidder is not related to the HOPE, BAC members, 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. Bidders are to make sure that bidder have no case under the labor law.
 - 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 Bid Bulletin, including 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 bid prices in the Bill of Quantities;
 - b. Duly signed Proposal/Bid Form;
 - c. Recurring Maintenance Costs, if applicable (signed 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. All original documents should be presented during the Opening of the Bids.
- 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 property signed, sealed and labeled.

- Bidders shall put the word "complied" in each of the technical specification, to manifest that the technical specification has been complied with.
 - Reiteration of the submission of Certificate of Non-Applicability for certain items where it is appropriate.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on March 12, 2019 at 10:00 AM at the same venue.
- E. The Duly signed and notarized statement or 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 should be included/declared in the (No. 6 of the Eligibility Documentary Requirements) Duly signed and notarized statement of completed similar government and private contracts for at least three (3) years or more with copies of the contract.
- F. Bidders whose business permit has expired and was not secured their 2019 Business Permit may submit their 2018 Business Permit together with the Official Receipt for payment of renewal of such permit;
- G. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- H. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

III. Other Matters Discussed

Atty. Iroy, the Presiding officer, entertained queries.

A bidder of Supply and Delivery of Commercial Laundry Machine for RMSC, Philsports and Baguio project asked regarding on the warranty and on the installation of the same.

Atty. Iroy said that 1 year warranty is the minimum requirement. As to the installation, the preferred installer is the supplier. The latter also said that the BAC will issue a Supplemental Bid Bulletin on the Supply and Delivery of Commercial Laundry Machine for RMSC Baguio.

A bidder of Supply and Installation of Automatic Car Barrier with UPS for the Main Gate and Employees Parking Area at RMSC project asked another query on the technical specifications and if he can inspect the area of the said project.

Atty. Iroy, the Presiding Officer said that the bidder can inspect the site of project and the Engineering Department will assist him.

Atty. Iroy, the Presiding Officer informed the body that the Opening of Bid is on March 12, 2019, 10:00 AM at the same venue where the Pre-Bid Conference was conducted.

The BAC Chair moved to close the Pre-Bid Conference and this was duly seconded by the BAC Members.

-Nothing follows-

Pre-Bid Conference was adjourned.

Prepared by:

[ON OFFICIAL LEAVE]

MICHAEL T. UNZO

BAC Secretary

For:



MA. LUISA CARMELA D. BERGUIA

BAC Support Staff

Noted by:


ATTY. GUILLERMO B. IROY, JR.
BAC Chair