

## MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Sports Equipment for 2019 SEA Games-DANCE SPORTS

June 27, 2019, 11:20AM

BAC Bidding Room, Ground Floor

PHILIPPINE SPORTS COMMISSION

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

Present were:

### A. Prospective Bidders / Visitors:

	Name	Company/Address
1.	Azner Fungo	Bisakol Outdoor Shop Gen. Merchandise - Rizal St. Legazpi City
2.	Malu Rili	JC Supply - Alabang Muntinlupa

### B. BAC Members and Staff:

	Names	Position
1.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
2.	Epifanio G. Cordero, Jr.	BAC Member
3.	Manuel G. Bitog	BAC Member
4.	Marc Edward D. Velasco	BAC Member
5.	Anna Christine S. Abellana	Alternate BAC Member
6.	Abigail Marie V. Rivera	Alternate BAC Member
7.	Ethel M. Goh	BAC Secretary
8.	Jun Michael T. Unzo	Assistant BAC Secretary
9.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
10.	Jeanette Dinglasan	BAC Secretariat Support Staff
11.	Ariel Flores	BAC Secretariat Support Staff
12.	Justine Anne Buhat	BAC Secretariat Support Staff

### C. TWG:

	Names	Position
1.	Atty. Michelle Labajanan	TWG Member
2.	Erwin Guillermo	TWG Member
3.	Norberto Dinglasan	TWG Member

The BAC Vice Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Sports Equipment for 2019 SEA Games-DANCE SPORTS**, with an Approved Budget for Contract of **One Million Two Hundred Thirty-Five Thousand Eight Hundred Fifty Pesos (Php 1, 235, 850.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and Philgeps on June 19, 2019.

The BAC Vice Chairman acknowledged the presence of the BAC members, the BAC Secretariat, the Technical Working Group (TWG) members, observers and Commission on Audit (COA) Representatives. The BAC Vice Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above was 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 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 be 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. 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 2019 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. The notarized statement must be properly and duly notarized by a Notary Public. And must comply on the notarial requirements if its Jurat or acknowledgement depending on the type of document is being notarized by the Notary Public.
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 ABC.
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 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 Electronics 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 Philippine Sports Commission.

## **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 Specification

#### **DANCE FLOOR**

- Specified floor area for the competition 12 x 22 meters
- African narra wood mattwood innovation engineered
- 12 mm floors
- Features:
  - Engineered wood panel
  - 12mm exotic wood veneer
  - Flat and smooth surface texture
  - Treated wood
- Dimension L 16 x 18 x 22 to 24 mm

Delivery Schedule: **Sixty (60) days upon issuance of the 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.
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)
  - 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 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 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;
  - e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA3019 (*that the bidder is not related to the Head of 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; and
  - 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 and notarized bid prices in the Bill of Quantities;
  - b. Duly signed and notarized Proposal/Bid Form;
  - c. 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. 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 July 09, 2019 at 10:00 AM at the same venue.

Late submission of bid documents will not be accepted. The bidders were encouraged to come on or before 10:00 AM to the venue where the opening of bids will take place.

- 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 has 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 photocopy of signatory's Government Issued Identification Card should be attached to each notarized document.
- H. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- I. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

There having no other questions raised, the pre-bid conference adjourned at 11:30 AM.

Prepared by:

Reviewed by:

Noted by:

**MA. LUISA CARMELA D. BERGUIA**  
*BAC Support Staff*

**ETHEL M. GOH**  
*BAC Secretary*

**DIR. SIMEON GABRIEL M. RIVERA**  
*BAC Vice Chairman*