

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Various Office Supplies
for Property Stocking Year 2019 (2nd Semestral)

July 25, 2019, 10:50 AM

Conference Room

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Dina Cañeno	347 School Office Supplies - 347 San Vicente St., cor. T. Pinpin St., Binondo, Manila
2.	Ela Marie Base	Pro Event - Blk 14, L2, Judith St., Antipolo City

B. BAC Members and Staff

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
3.	Epifanio G. Cordero, Jr.	BAC Member
4.	Marc Edward D. Velasco	BAC Member
5.	Anna Christine S. Abellana	BAC Member Alternate
6.	Abigail Marie V. Rivera	BAC Member Alternate
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.	Oscar Papelera, Jr.	BAC Secretariat Support Staff
12.	Ariel Flores	BAC Secretariat Support Staff
13.	Justine Anne Buhat	BAC Secretariat Support Staff

C. TWG

	Names	Position
1.	Atty. Michelle Labajanan	TWG Member
2.	Erwin Guillermo	TWG Member
3.	Caroline Tobias	TWG Member
4.	Irene Dato	TWG Member
5.	Engr. Victoria Moya	TWG Member

D. Others

	Names	Position
1.	Engr. Jose Damole	Consultant

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Various Office Supplies for Property Stocking Year 2019 (2nd Semestral)**, with an Approved Budget for Contract of **One Million Seven Hundred Eighty-Four Thousand Seven Hundred Sixty-Six Pesos (Php 1, 784, 766.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on July 17, 2019.

The BAC Chairman acknowledged the presence of the BAC members, the BAC Secretariat, Technical Working Group (TWG) members and Other/s. The BAC 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), 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 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 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 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 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 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 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;**
 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 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 Specifications;

	Description		
1	Air Freshner, gel type or organic, 180g	204	pcs
2	Alcohol, Ethyl, 68% - 70%, scented, 500ml (-5ml)	335	bottle
3	Alcohol, Isopropyl, 70%,scented, 500ml	359	bottle
4	Balikbayan box, 200lbs (20 x 20 x 20)	500	pcs
5	Battery, 9v (Energizer)	118	pcs
6	Calculator, Compact, Electronic, 12 digits cap	32	pcs
7	Clip, Backfold, 25mm, 12pcs per box (1")	101	box
8	Clip, Backfold, 50mm, 12pcs per box (2")	107	box
9	Clip Board, Long	45	pcs
10	Correction Tape, 1 pc individual plastic, 5mm x 6m	431	pcs
11	Cutter Blade, Heavy Duty Cutter, 10 pcs/tube, big	53	tube
12	Data Folder, made of chipboard, taglia lock, with finger ring, (3" x 9" x 15")	392	pcs
13	Deodorizer Cake, assorted scent, 100 grams	342	pcs
14	Disinfectant Spray, 400-550 grams/cans	336	can
15	DVD, Re-writable with case	409	pcs
16	Eraser, Felt, for Blackboard or whiteboard	20	pcs
17	Fastener, Plastic, colored 70mm between prong, 50sets/box	159	pcs
18	Flash Drive, 64Gb capacity, 1 pc individual blister pack	66	pcs
19	Folder, Expanding, Short	365	pcs
20	Folder, Expanding, Long	1,200	pcs
21	Folder, Clear Front, Short	675	pcs

22	Folder, Clear Front, Long	675	pcs
23	Folder, Plastic, Assorted color, Long	330	pcs
24	Folder, Pressboard, size: Legal 100pcs/pack	21	pack
25	Glue, All Purpose, 130grams	132	bottle
26	Index Card, 3" x 5", 100pcs/pack	18	pack
27	Index Card, 5" x 8", 100pcs/pack	18	pack
28	Permanent Marker, broad tip, black, 12pcs/box	28	box
29	Permanent Marker, broad tip, blue, 12pcs/box	23	box
30	Permanent Marker, broad tip, red, 12pcs/box	13	box
31	Permanent Marker, broad tip, green, 12pcs/box	20	box
32	Permanent Marker, fine tip, black, 12pcs/box	13	box
33	Permanent Marker, fine tip, blue, 12pcs/box	13	box
34	Permanent Marker, fine tip, red, 12pcs/box	13	box
35	Whiteboard Marker, Black, 12pcs/box	19	box
36	Whiteboard Marker, Red, 12pcs/box	19	box
37	Note Pad, Stick-On, 2 x 3, 100sht/pad	256	pad
38	Note Pad, Stick-On, 3 x 3, 100sht/pad	408	pad
39	Note Pad, Stick-On, 3 x 4, 100sht/pad	291	pad
40	Paper Clip, 50mm, 100pcs/box or 120 grms(min)(net of box)	138	box
41	Paper Mimeograph, White, 70gsm, A4	115	ream
42	Paper Mimeograph, White, 70gsm, Legal	115	ream
43	Paper Multi-Purpose, 70gsm, Legal	280	ream
44	Paper Multi-Purpose, 80gsm, A4	785	ream
45	Paper Sticker, A4, High Gloss, 10pcs/pack	50	pack
46	Paper Sticker, A4, Matte, 10pcs/pack	50	pack
47	Pencil, Lead with Eraser, 12 pcs/box	64	box
48	Pencil Sharpener, 1 pc in individual Plastic Case	22	pcs
49	Puncher, paper, heavy duty, with two hole guide, 1pc in individual box	22	pcs
50	Push Pin, Assorted, 100pcs/pack	49	pack
51	Rags, all cotton, 32pcs per kilo per bundle	108	bundle
52	Record Book, 300 pages, size: 214mm x 278mm	106	book
53	Record Book, 500 pages, size: 214mm x 278mm	158	book
54	Rubber Band, 70mm, min lay flat length (#18)	21	box
55	Ruler Plastic, 12"	57	pcs
56	Scissors, Symmetrical, blade length: 65mm, 1pc in individual plastic	57	pcs
57	Sign Pen, Black, liquid /gel ink, 0.5mm needle tip	622	pcs
58	Sign Pen, Blue, liquid /gel ink, 0.5mm needle tip	622	pcs
59	Sign Pen, Red, liquid /gel ink, 0.5mm needle tip	622	pcs
60	Sticky Note, "Sign Here"	216	pack
61	Tape Double sided foam type, 24mm x 9m	23	roll
62	Tape Double sided Tissue type, 9mm x 10m	35	roll
63	Tape Dispenser, Table top	25	pcs
64	Tape Masking, 24mm x 22m	146	roll
65	Trash Bag, Black, 940mm x 1016mm, 10pcs per roll/pack	264	roll
66	Hand Soap, liquid dispenser bottle, 500ml	148	bottle
67	Envelope Mailing, 10pcs/pack, white	300	pack
68	Pad Paper, Ruled, Yellow, 80's	56	pad

Delivery Schedule: Supply and Delivery within 30 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;
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 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 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 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 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 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. 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 submitted a certified true copy document, all original documents should be presented during the Opening of the Bids, for verification of the same purposes.
- 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 August 06, 2019 at 10:00 AM at 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. 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, as a mandatory requirement for notarization.
- 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 11:00 AM.

Prepared by:

MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:

ETHEL M. GOH
BAC Secretary

Noted by:

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman