

MINUTES OF PRE-BID CONFERENCE

Procurement Project involving the hiring of Freight Forwarder Services Provider for the Southeast Asian Games

August 30, 2019, 12:00 NN

Conference Room

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Therese Brennicar Tacorda	2Go Express, Inc. - Pasay City
2.	Delia Pantas, Vangie Manzano, Chance Uy and Rod Vallarte	F2 Logistics - Parañaque City
3.	Edden Rodil and Janeen De Guzman	SPI - Parañaque
4.	Vernadette Vivero, Sonia Sanaman and Boogie Nadal	All Transport Network - Parañaque
5.	Gustavo Vitriolo and Allan Ochoa	LBC - Pasay
6.	Joseph Javier	Metropac Mover, Inc. - Makati
7.	Myra Genovia	Soonest Global Express Corp. - Las Piñas
8.	Shirlene Deltran, Rose Pangan and Levi Gasic	ADCI
9.	Roche Myers Ecat and Cinderella Prajapati	One Step Logistics
10.	Joey Tolosa and Ritchie Mandocdoc	LBC Express, Inc. - Pasay 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.	Marc Edward D. Velasco	BAC Member
4.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
5.	Oscar Papelera, Jr.	BAC Secretariat Support Staff
6.	Jeanette Dinglasan	BAC Secretariat Support Staff
7.	Justine Anne Buhat	BAC Secretariat Support Staff

C. TWG

	Names	Position
1.	Atty. Maribel P. Rodriguez	TWG Member
2.	Erwin Guillermo	TWG Member
3.	Reina Preciosa Evangelista	TWG Member
4.	Norberto Dinglasan	TWG Member

D. Others

	Names	Position
1.	Engr. Jose Damole	Consultant
2.	Michael Blancas	PHISGOC
3.	Eleanor De la Peña	PHISGOC
4.	Monina Guiriba	Legal

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Procurement Project involving the hiring of Freight Forwarder Services Provider for the Southeast Asian Games**, with an Approved Budget for Contract of **Fifty-Seven Million Six Hundred Sixteen Thousand Two Hundred Ninety-Six Pesos (Php 57, 616, 296.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on August 23, 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 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 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 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;

Work Order :

1. Provides brokerage services for the facilitation and processing of customs clearances and other requirements for the smooth release of imported items such as sports and technical equipment, imported supplies and materials to designated warehouses and/or venues.
2. Facilitates in the process of return to country of origin of imported sports and technical equipment, imported supplies and materials of participating country delegations.
3. Provides utility workers to assist and facilitate in the handling and forwarding of sports/non-sports equipment, supplies and materials to various designated sports venues and non-sports venues.

Particulars :

1. Provisions of 3 warehouses:

No.	Warehouse Location	Measurement/Size	Period
1	Clark	30 x 50 x 15 meters w/ small airconditioned room which will serve as office and also with toilet	Oct. 1, 2019 to March 31, 2020 (6 months)

		Contractor will have to provide water, electricity and 24-hour security guard and forklift	
2	Subic	30 x 50x15 meters w/ small aircondition room which will serve as office and also with toilet Contractor will have to provide water, electricity and 24-hour security guard and forklift	Oct. 1, 2019 to March 31, 2020 (6 months)
3	Metro Manila - Las Pinas, Paranaque, Muntinlupa or Manila	30 x 50 x 15 meters w/ small airconditioned room which will serve as office and also with toilet Contractor will have to provide water, electricity and 24-hour security guard and forklift	Oct 1, 2019 to Sept 31, 2020 (12 months)

2. Utility Workers

These utility workers are the "pahinantes, lifters, loaders, arrangers, installers (except technical installation) , dismantlers" in the warehouses, competition venues and non-competition venues.

Freight forwarder shall provide accommodation for their utility workers. All utility workers should be male, 18 to 40 years old and physically fit.

2.a. Provision of 10 utility workers per warehouse.

No.	Warehouse Location	Period	Total No. of Days	Shifts/day
1	Clark	Nov. 1 to Dec. 15, 2019	45	6 am to 2 pm 2 pm to 10 pm
2	Subic	Nov. 1 to Dec. 15, 2019	45	6 am to 2 pm 2 pm to 10 pm
3	Metro Manila - Las Pinas, Paranaque, Muntinlupa or Manila	Oct. 1 to Jan. 15, 2020	107	6 am to 2 pm 2 pm to 10 pm
4	Athletes Village	Nov. 1 to Dec. 15, 2019	45	6 am to 2 pm 2 pm to 10 pm
			242 days	

2.b. Provision of 10 utility workers per competition venue and its sports

No.	Venue	5 days before Competition schedule	2 days after Competition schedule	Total No. of days	Shifts/day

1	New Clark City AQUATICS (Diving, Swimming, Water Polo)	Nov. 21 to 25	Dec. 8 to 9	7 days	6 am to 2 pm 2 pm to 10 pm
2	Clark Parade Grounds ARCHERY	Nov. 29 to Dec. 3	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
3	Angeles University Foundation ARNIS, SAMBO and WRESTLING	Nov. 26 to 30	Dec. 7 to 8	7 days	6 am to 2 pm 2 pm to 10 pm
4	New Clark City ATHLETICS	Nov. 28 to Dec. 2	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
5	Clark Global City OBSTACLE COURSE	Nov. 27 to Dec. 1	Dec. 7 to 8	7 days	6 am to 2 pm 2 pm to 10 pm
6	Clark Global City PETANQUE	Nov. 27 to Dec. 1	Dec. 7 to 8	7 days	6 am to 2 pm 2 pm to 10 pm
7	Clark Global City LAWN BALL	Nov. 26 to 30	Dec. 5 to 6	7 days	6 am to 2 pm 2 pm to 10 pm
8	Camp O'Donnel SHOOTING	Nov. 26 to 30	Dec. 6 to 7	7 days	6 am to 2 pm 2 pm to 10 pm
9	Clark Parade Grounds RUGBY 7s	Dec. 1 to 5	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
10	The Villages Clark BASEBALL	Nov. 25 to 30	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
11	The Villages SOFTBALL	Nov. 26 to 30	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
12	Royce Hotel Clark DANCESPORT	Nov. 25 to 30	Dec. 2 to 3	7 days	6 am to 2 pm 2 pm to 10 pm
13	Luisita, Tarlac GOLF	Nov. 29 to Dec. 3	Dec. 9 to 10	2 days	6 am to 2 pm 2 pm to 10 pm
14	Laus Group Events Center Clark KURASH, JUDO, JUJITSU	Nov. 25 to 30	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm

15	Deca Wakeboard Park, Clark WAKEBOARDING	Nov. 25 to 30	Dec. 7 to 8	7 days	6 am to 2 pm 2 pm to 10 pm
16	Kamana Resort Subic CANOE KAYAK & DRAGON BOAT	Nov. 29 to Dec. 3	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
17	Rialto Function Room (Traveller's Hotel) in Subic CHESS	Nov. 27 to Dec. 1	Dec. 8 to 9	7 days	6 am to 2 pm 2 pm to 10 pm
18	SBCEC MUAY THAI	Nov. 29 to Dec. 3	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
19	SBCEC PENCAK SILAT	Nov. 27 to Dec. 1	Dec. 7 to 8	7 days	6 am to 2 pm 2 pm to 10 pm
20	SBCEC TABLE TENNIS	Nov. 29 to Dec. 3	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
21	Subic Bay Boardwalk Building 229 Area TRIATHLON & DUATHLON	Nov. 25 to 30	Dec. 6 to 7	7 days	6 am to 2 pm 2 pm to 10 pm
22	Subic Bay Boardwalk OPEN WATER SWIMMING MODERN PENTATHLON	Nov. 29 to Dec. 3	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
23	Subic Bay Yacht Club SAILING	Nov. 26 to 30	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
24	Subic Bay Lighthouse Hotel Area WINDSURFING	Nov. 30 to Dec. 4	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
25	Subic Gym SEPAK TAKRAW	Nov. 26 to 30	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
26	Subic Tennis Court BEACH HANDBALL & BEACH VOLLEYBALL	Nov. 25 to 29	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
27	Triboa Bay/ACEA ROWING	Nov. 30 to Dec. 4	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
28	Makati Coliseum or Muntinlupa Sports Complex BADMINTON	Nov. 26 to 30	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
29	FilinvestGamesworx BOWLING	Nov. 26 to 30	Dec. 8 to 9	7 days	6 am to 2 pm 2 pm to 10 pm
30	MOA Arena BASKETBALL 5X5	Nov. 29 to Dec. 3	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
31	San Juan Arena	Nov. 25 to 29	Dec. 11 to 12	7 days	6 am to 2 pm

	BASKETBALL 3X3 and E SPORTS				2 pm to 10 pm
32	PICC Forum BOXING	Nov. 26 to 30	Dec. 8 to 9	7 days	6 am to 2 pm 2 pm to 10 pm
33	Cuneta Astrodome KICKBOXING	Dec. 3 to 7	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
34	Manila Hotel Tent BILLIARDS	Nov. 27 to Dec. 1	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
35	RMSC Football Stadium FOOTBALL MEN	Nov. 20 to 24	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
36	RMSC Coliseum GYMNASTICS	Nov. 26 to 30	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
37	RMSC Ninoy Aquino Stadium WEIGHTLIFTING & TAEKWONDO	Nov. 26 to 30	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
38	RMSC Tennis Center SOFT TENNIS & TENNIS	Nov. 26 to 30	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
39	RMSC Ninoy Aquino Stadium Parking Area SQUASH	Nov. 26 to 30	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
40	SM MOA Ice Rink ICE HOCKEY	Nov. 20 to 24	Dec. 2 to 3	7 days	6 am to 2 pm 2 pm to 10 pm
41	SM Megamall Ice Rink ICE SKATING (FIGURE & SPEED)	Nov. 27 to Dec. 1	Dec. 7 to 8	7 days	6 am to 2 pm 2 pm to 10 pm
42	World Trade Center Hall A & B WUSHU & KARATEDO	Nov. 26 to 30	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
43	World Trade Center Hall D & C FENCING	Nov. 26 to 30	Dec. 7 to 8	7 days	6 am to 2 pm 2 pm to 10 pm
44	Philsports Multipurpose Arena Pasig VOLLEYBALL INDOOR	Nov. 23 to 27	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
45	Miguel Romero Sports Club, Zobel Farm Polo Field in Calatagan, Batangas POLO	Nov. 21 to 25	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
46	Tagaytay CYCLING (BMX, Road, MTB)	Nov. 25 to 29	Dec. 11 to 12	7 days	6 am to 2 pm 2 pm to 10 pm
47	Tagaytay SKATEBOARDING	Nov. 28 to Dec. 2	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
48	Binan Football Stadium FOOTBALL MEN & WOMEN	Nov. 20 to 24	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm
49	Monalisa Point Little Surfmaid in San Juan, La Union SURFING	Nov. 26 to 30	Dec. 9 to 10	7 days	6 am to 2 pm 2 pm to 10 pm

50	Vermosa Sports Hub UNDERWATER HOCKEY	Nov. 26 to 30	Dec. 5 to 6	7 days	6 am to 2 pm 2 pm to 10 pm
51	Sta. Rosa Complex, Laguna NETBALL	Nov. 20 to 24	Dec. 3 to 4	7 days	6 am to 2 pm 2 pm to 10 pm
52	LB Centro Mall & Convention Center FLOORBALL & INDOOR HOCKEY	Nov. 21 to 25	Dec. 10 to 11	7 days	6 am to 2 pm 2 pm to 10 pm
		260	104	364 days	

2.c. Provision of 10 utility workers per non- competition venue

No.	Venue	Start	End	Total No. of days	Shifts / day
1	Cultural Village RMSC Baseball Field	Nov. 25 to 29	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
2	IPC/IBC in Manila (World Trade Center)	Nov. 25 to 29	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
3	IPC/IBC in Subic (Subic Bay Exhibition & Convention Center)	Nov. 25 to 29	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
4	IPC/IBC in Clark (ASEAN Convention Center)	Nov. 25 to 29	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
5	Accreditation and Uniform Distribution Center (World Trade Center)	5 days	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
6	Accreditation and Uniform Distribution Center (Athletes Village)	5 days	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
7	Athletes Village (Clark)	5 days before Opening of Athletes Village	Dec. 12 to 13	7 days	6 am to 2 pm 2 pm to 10 pm
		35	14	49 days	

2.d. Provision of minimum 20 utility workers in the airport area (Arrival and Departure)

No.	Venue	Start	End	Total No. of days	Shifts / day
1	Clark Airport	Nov. 20	Dec. 15	26	6 am to 2 pm 2 pm to 10 pm
2	Manila	Nov. 20	Dec. 15	26	6 am to 2 pm 2 pm to 10 pm
				52 days	

3. Provision of logistical vehicles:

3.a. Please see attached Annex A.

3.b. WAREHOUSE –COMPETITION VENUES – WAREHOUSE

Provision of logistical transportation with 2 loaders (“pahinante”) while enroute to destination in bringing sports equipments, furnitures, fittings and equipments (FF & E) and other supplies and

The type of logistical transportation to be provided will depend on the load, size, number , volume, etc. in order to determine the type of vans/ containers/ trucks to be used.

3.c. WAREHOUSE – NON COMPETITION VENUES – WAREHOUSE

Provision of logistical transportation along with 2 loaders (“pahinante”) while enroute to destination in bringing furnitures, fittings and equipments (FF & E) , and other supplies and materials .

The type of logistical transportation to be provided will depend on the load, size, number , volume, etc. in order to determine the type of vans/ containers/ trucks to be used.

3.d. WAREHOUSE – HOTEL/Athletes Village – WAREHOUSE

Provision of logistical transportation along with 2 loaders (“pahinante”) while enroute to destination in bringing any supplies and materials such as sponsored drinks/beverages, commemorative materials, etc.

The type of logistical transportation to be provided will depend on the load, size, number , volume, etc. in order to determine the type of vans/ containers/ trucks to be used.

3.e. AIRPORT – HOTEL/Athletes Village - AIRPORT

Provision of logistical transportation with 2 loaders (“pahinante”) while enroute to destination in bringing luggages, sports equipments, and other administrative/medical equipments and supplies and materials of participating country delegations during arrival and departure.

The type of logistical transportation to be provided will depend on the load, size, number , volume, etc. in order to determine the type of vans/ containers/ trucks to be used.

There are 2 airports which will be used – Clark and Manila

3.f. AIRPORT – WAREHOUSE

Provision of logistical transportation with 2 loaders (“pahinantes”) while enroute in bringing sports gears and equipments and supplies and materials.

The type of logistical transportation to be provided will depend on the load, size, number , volume, etc. in order to determine the type of vans/ containers/ trucks to be used

There are 2 airports which will be used – Clark and Manila

3.g. SEAPORT – WAREHOUSE

Provision of logistical transportation with 2 loaders (“pahinantes”) while enroute to destination in bringing sportsgears and equipments and supplies and materials.

The type of logistical transportation to be provided will depend on the load, size, number , volume, etc. in order to determine the type of vans/ containers/ trucks to be used

There are 2 seaports which will be used – Subic and Manila

3.h. PHISGOC OFFICE – COMPETITION/NON COMPETITION VENUES – PHISGOC OFFICE

Provision of logistical transportation with 2 loaders (“pahinantes”) while enroute in bringing office equipments, furnitures, supplies and materials.

The type of logistical transportation to be provided will depend on the load, size, number , volume, etc. in order to determine the type of vans/ containers/ trucks to be used.

4. NOTES:

4.a. All receipted charges such as:

- Shipping lines, destination, demurrage and detention charges are for PSC’s account
- Port and other receipted charges are to be billed at costs.

LOGISTIC VEHICLE REQUIREMENT - ANNEX A

Destination	24-Footer Wing Van (10 Wheeler)	16-Footer Forward Closed Van (6 Wheeler)	14- Footer Closed Van (6 Wheeler)	
	# of Trips	# of Trips	# of Trips	
Within Metro Manila	30	30	75	2 days advance notice before usage
Manila - Clark	30	30	50	
Clark - Manila	30	30	50	
Manila - Subic	30	30	50	
Subic - Manila	30	30	50	
Manila - Tagaytay	4	8	8	
Tagaytay - Manila	4	8	8	
Manila - Laguna	2	0	15	
Laguna - Manila	2	0	15	
Manila - Batangas	1	6	0	
Batangas - Manila	1	6	0	
Manila - La Union	1	6	0	
La Union - Manila	1	6	0	
Mla Warehouse Nov. 1 to Dec. 15	45	45	45	Fixed Dates
Clark Warehouse Nov. 1 to Dec. 15	45	45	45	Fixed Dates
Subic Warehouse Nov. 1 to Dec. 15	45	45	45	Fixed Dates
Total	301	325	456	

The BAC will issue a Supplemental Bid Bulletin on the venues of SHOOTING, BADMINTON, BOWLING and VOLLEYBALL INDOOR.

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 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 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. 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 and its parameter, to manifest that the technical specification has been complied with.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on September 12, 2019 at 10:00 AM, the venue is to be arranged, whether it is in the Conference Room or BAC Bidding Room. 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 bid supplemental 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.

These are the following questions asked during the said Pre-Bid Conference:

1. On the duly signed and notarized statement of completed similar government and private contracts, a bidder asked what is the minimum period and if it's either government or private contracts. The BAC Chairman replied that it should be three (3) years and affirmed whether it is government or private;
2. On the submission of PhilGEPS Certificate Registration, a bidder asked if they will likewise submit the documents associated to the said Certificate and was responded by the BAC Chairman that they have to submit the associated documents;
3. On the GIS and AOI, a bidder asked if they will submit the latest. The BAC Chairman said that it must be the latest;
4. On the ongoing contract, a bidder asked if there is a format and replied by the BAC Chairman that there is a format;
5. On the ongoing contract, a bidder queried if documents must also be submitted or just the statement of ongoing. The BAC Chairman reiterated that per the discussion, the ongoing contract documents stated in the checklist must be submitted;
6. On the ongoing contract, a bidder asked if they're allowed to notarized the same format of document, statement of ongoing contract, given by the PSC-BAC upon purchase of bid documents. The BAC Chairman replied that they can;
7. On the ongoing contract, a bidder asked if there is a Jurat on the said format. The BAC Chairman said yes and if there is none, the notary public will provide;
8. On the importation, a bidder asked if it will be formed part of the ABC. The BAC Chairman responded that it will not be and is not a part of ABC;
9. A bidder asked how many containers there will be. The BAC Chairman replied that it will be determined and the bidder will be notified forthwith;
10. On custom, a bidder asked if they can ask for advance payment. The BAC Chairman replied that it is subject to arrangement;
11. A bidder asked if the Procuring Agency can consider milestone payment. The BAC Chairman responded that there are circular allowing it however, it is to be consulted with the Commission on Audit (COA);
12. A bidder asked if they are the one who will provide office furniture/equipment. The BAC Chairman replied that they are not the one to provide the same;
13. A bidder asked how heavy the forklift is. The BAC Chairman replied that it will be determined;
14. On the availability of key personnel, a bidder asked if in case a certain person who is a part of the key personnel, however upon post-qualification is unavailable, what will be the situation. The BAC Chairman replied that it should be eliminated in the statement of availability of key personnel;
15. On importation, a bidder asked who will be the consignee. The BAC Chairman replied that it is the Philippine Sports Commission;
16. On the importation, a bidder asked who will be the one to process the exemption requirements. The BAC Chairman replied that there will be PSC personnel who will assist the winning bidder in processing the necessary requirements;
17. A bidder asked if the cost excluded from the requirements but incurred during the provision of the service will be shouldered by them. The BAC Chairman said yes and it will be paid by the Procuring Agency;
18. A bidder made a follow-up question on what will be the basis in paying the cost incurred outside the requirement however incurred during the provision of the service. The BAC Chairman said that it is the actual cost;
19. A bidder asked if there is a financial template. The BAC Chairman replied that it is already up to the bidder;
20. A bidder asked if they can asked for the cost distribution formula. Engr. Damole replied that it is on the financial proposal of the bidder;
21. A Bidder asked if the financial template is actual. The BAC Chairman replied that it is;
22. A bidder asked what will be the situation if they bid, but they are not the forwarder. The BAC Chairman replied that the bidder must coordinate with Philippine Sports Commission;
23. A bidder asked what will be the case of the cost excluded from the requirements but incurred during the provision of the service. The BAC Chairman replied that there will be supplementary contract;

24. A bidder asked about the financial format. The BAC Chairman said that the Committee will issue a Supplemental Bid Bulletin regarding on the said matter;
25. A bidder asked if it is really necessary for them to get a warehouse in Subic or near Subic. The BAC Chairman responded by emphasizing that the place of delivery of service is in Subic;
26. A bidder asked if it does matter whether the warehouse is outside or inside Subic. The BAC Chairman said that it does not; and
27. A bidder asked if the Income Tax Return (ITR) must be certified by the BIR. The BAC Chairman replied that it must.

There having no other questions raised, the Pre-Bid Conference adjourned at 2:00 PM.

Prepared by:

MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:

ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman