

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Sports Equipment for 2019 SEA Games-VOLLEYBALL-INDOOR LOT 1 (Re-bid)

July 19, 2019, 10:45 AM

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. | Ivy Nativida | Green Mountain View Int'l Trading, Inc. - 13-C Gen. Segundo St., San Antonio, Pasig City |
| 2. | Ruben Bulahan | Pro Event - 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. | Ethel M. Goh | BAC Secretary |
| 7. | Jun Michael T. Unzo | Assistant BAC Secretary |
| 8. | Ma. Luisa Carmela D. Berguia | BAC Secretariat Support Staff |
| 9. | Jeanette Dinglasan | BAC Secretariat Support Staff |
| 10. | Ariel Flores | BAC Secretariat Support Staff |

C. TWG

| | Names | Position |
|----|--------------------------|------------|
| 1. | Atty. Michelle Labajanan | TWG Member |
| 2. | Caroline Tobias | TWG Member |
| 3. | Belinda David | TWG Member |
| 4. | Irene Dato | TWG Member |
| 5. | Norberto Dinglasan | TWG Member |
| 6. | Erwin Guillermo | TWG Member |

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Sports Equipment for 2019 SEA Games-VOLLEYBALL-INDOOR LOT 1 (Re-bid)**, with an Approved Budget for Contract of **Seventeen Million Four Hundred Thirty-Six Thousand One Hundred Eighty-Four Pesos & 80/100 (Php 17, 436, 184.80)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on July 11, 2019.

The BAC Chairman acknowledged the presence of the BAC members, the BAC Secretariat, and Technical Working Group (TWG) members. 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;

A bidder asked what will be the situation when the NFCC that is required will not be met for they have bid for many projects. The BAC Chairman replied that they can commit a credit line, at least ten percent (10%) of the ABC.

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;

| | SPORTS EQUIPMENT | QTY. | UNIT |
|---|--|------|------|
| | LOT 1 | | |
| 1 | Volleyball Flooring | 2 | Sets |
| | >Tri-color synthetic rubber | | |
| | >36M x 21M | | |
| 2 | Competition & Training Balls,(Branded) | 400 | Pcs |
| | >18 panel aerodynamic design | | |
| | > Super composite cover material | | |
| | >Double – dimpled microfiber surface | | |
| | > Laminated construction | | |
| | > Size: 65-67 cm circumference | | |
| | > Weight : 260-280 kg | | |
| | > Official size 5 | | |
| | > FIVB Approved | | |
| 3 | Ball Stand | 3 | Pcs |
| | >(Branded) Desktop Ball Stand | | |
| | >H-510mm | | |
| | >6kg/unit | | |
| | >Holds 6 official measured balls | | |
| 4 | Post | 5 | Sets |
| | >(Branded) Official Volleyball Uprights | | |
| | >FIVB Approved | | |
| | >Indoor use | | |
| | >Internal bevel gear system | | |
| | >Special cold drawing steel tube construction | | |
| | >Fine height adjustment for multiple floor heights | | |
| | >Under-floor L300mm | | |
| | >Dia. 76.3mm | | |
| | >60kg/pair | | |

| | | | |
|----|---|----|-------|
| 5 | Post Pads | 5 | Pairs |
| | >(Branded) Official Safety Pads | | |
| | >FIVB Approved | | |
| | >Urethane Foam | | |
| | >Inside TV Cable insertion | | |
| | >H1850 x L230 x W280mm | | |
| | >24kg/pair | | |
| 6 | Volleyball Net | 6 | Pcs |
| | >(100mm x 100 mm square mesh) Indoor net | | |
| | >Polyethylene net with technora cable | | |
| | >Dtex 90T / 360 | | |
| | >1000 x 9500mm | | |
| | >FIVB Approved | | |
| 7 | Volleyball Antennae (Indoor) Official | 12 | Pairs |
| | >FIVB Approved | | |
| | >L1800 x Dia 10mm | | |
| | >1.2kg / pair | | |
| 8 | Substitution Paddle | 5 | Sets |
| | >set of 2 boxes (No. 1-20) | | |
| | >Polyvinyl / acryl made | | |
| | >H295 x L282 x W308mm | | |
| | >Number plate H180 x W140mm | | |
| | >5kg / unit | | |
| 9 | Referee Stands, Official | 2 | Units |
| | (Branded) official referee stands | | |
| | Heavy Duty steel frame with padding | | |
| | With casters for easy transport | | |
| | Detachable handrail | | |
| | H 1850 x L1100 x W970mm | | |
| | 120 kg / unit | | |
| 10 | Post Rack (Bar Storage Rack) | 1 | Pc |
| | >for 18 uprights with casters (for 4 volleyball uprights on red hook) | | |
| | >W800 x L1100 x H1510mm | | |
| | >46 kg | | |
| 11 | Manual Scoreboard (desktop) | 4 | Pcs |
| | >Double face Indication | | |
| | >Set: 0-5, Score: 0-48 | | |
| | >H225 x W476 xD130mm | | |
| | >2.5kg / unit | | |
| 12 | Post Carry on (Bar storage Rack) | 2 | Pcs |
| | >for 2 Volleyball Uprights with casters | | |
| | >W440 x L1340 x H800mm | | |
| | >14kg | | |
| 13 | Ball Bin (Ball Cage) | 2 | Pcs |
| | >for 42 Volleyball with casters | | |
| | >Foldable t125mm | | |
| | >W650 x L875 x H670mm | | |
| | >15kg | | |
| 14 | H&T Gauge (Height & Tension Gauge) | 2 | Pcs |
| | >Measurement range 2100 -2440mm | | |
| | >runs on 3 AAA size batteries | | |
| | >Storage size 900mm | | |

| | | | |
|----|--|----|-----|
| | >2kg | | |
| 15 | Net Height Measurer, Aluminum | 4 | Pcs |
| | >Multi-purpose | | |
| | >Aluminum made | | |
| | >Measurement range 914-3050mm | | |
| | >3kg | | |
| 16 | Ball Bags (for 6 balls) | 30 | Pcs |
| | Ballbag that can hold 6 pcs inflated volleyball with a pocket for hand pump / air gauge | | |
| | >Material: Polyester | | |
| 17 | Ball Pressure | 2 | Pcs |
| | >Superb accuracy, the ability to drop the air pressure, clear display, two needles in the kit | | |
| | >Four measurement scales: 0 to 1.5kg/cm2, 0-20 psi, 0-150 kPa, 0-1.5 | | |
| | >Accuracy: 0.005 kg/cm2, 0-05 psi, 0.5kPa,0005 | | |
| | >Universal ball pressure gauge | | |
| 18 | Line Judges Flag | 5 | Pcs |
| | >Aluminum Shaft with Rubber Grip Handle | | |
| | >1 Set Includes 4 Flags | | |
| | >20 Sets to a Carton | | |
| | >Shaft Length: 57cm, Flag Size: 40 x 40cm | | |
| 19 | Ball Carrier | | |
| | Collapsible with caster wheels, made of Nylon and aluminum, Size 64 x 64 x 100 cm, Holds 25-30 balls | 10 | pcs |
| 20 | Warning Card | 4 | Pcs |
| | >In synthetic leather holder with velcro tape | | |
| | >Yellow and Red Cards | | |
| | >H100 x 150mm | | |
| 21 | Sub-Buzzer with Light | 10 | pcs |
| | Loud sound buzzer with yellow & red light indicator | | |
| | Power code 6mx 1 | | |
| | 2 signal buttons with code (2mx2) for each team (detachable if used with DS3800) | | |
| | Connecting cable to DS3800 (1xmx) | | |
| | H 130 x L 290 x W 260 mm | | |
| | 6kg / unit AC90-240V 120W | | |
| | Sound only with 3 types of tones | | |
| 22 | Lumen Indicator (Luxmeter) | 2 | Pcs |
| | >Lighting measure for stadium | | |
| | >9V cell battery | | |
| | >0.1-19.990 l x W170 x L680 x TH30mm | | |
| | >180g | | |
| 23 | Thermometer (Thermo-Hydrometer) | 2 | Pcs |
| | >Hydro 0-100% | | |
| | >Thermo -30-+50°C | | |
| | >φ230 x TH30mm | | |
| | >250g | | |
| 24 | Ball Weight Indicator | 2 | Pcs |
| | >Capacity: Measures up to 350kg | | |
| 25 | Ball Circumference Gadget | 2 | Pcs |
| 26 | Referee Chair Padding | 2 | Pcs |
| | >Polyurethane mat w/ event design fabrication out source | | |
| 27 | Taraflex Carrier | 2 | Pcs |

| | | |
|--|--|--|
| >Steel trolley with heavy duty rubber wheels | | |
|--|--|--|

Delivery Schedule: Thirty (30) days upon issuance of the Notice to Proceed

A bidder asked if the flooring is permanent or modular or portable. The BAC Chairman replied that it is roll-out. The BAC will issue a supplemental bid bulletin on item number 2, 10, 18 and 27, said supplemental will refer to the verification on the weight of training balls and of the kind of taraflex.

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 RA3019 (*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 July 31, 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.
- 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.

The BAC Chairman addressed the query (*that in case of discrepancy, what will be followed, is it the minutes of the Pre-Bid Conference and bidding documents or the checklist*) of Mr. Bulahan that in case of discrepancy, it is the minutes and bidding documents that prevails, the minutes is the a supplementary to the bidding documents. On the other hand, the checklist serves as a guide.

The BAC Chairman reminded the bidders to secure the date of their documents and clearances that are valid until the Opening of Bids.

There having no other questions raised, the pre-bid conference adjourned at 10:55 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