

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Training Uniforms for the National Training Pool 2021

11 March 2021, 10:00 AM

3rd Floor, Administration Building

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders

	Name	Company/Address/Contact No/E-mail Address
1	Julie Crisolo	Sonak Corporation - Km 18 West Service Rd., Parañaque - 09978709497 - Julie.crisolo@sonak.com.ph
2	Aubrey Bulahan	Pro Event - Blk 14 Judith St., Vermont, Antipolo - 09053052096 - bulahan.aub@gmail.com
3	Haydee Ong	Spurway Enterprises - No. 98 48th St., Brgy. Mariana, New Manila, Quezon City - 09178940419 - Haydeeong19@yahoo.com
4	Nicole Delator	Anclaze Trading Corp. - Unit 2032 Cityland GCR, Madaluyong - 09778056251 - nicoledelator@anclazetradingcorp.com

B. BAC Members and Staff

	Names	Position
1	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2	Manuel G. Bitog	BAC Vice-Chairman
3	Anna Christine S. Abellana	BAC Member
4	Abigail Marie V. Rivera	BAC Member
5	Charlie C. Esquivel	Alternate BAC Member
6	Violeta R. Tuazon	Provisional BAC Member
7	Erwin M. Guillermo	Provisional BAC Member
8	Atty. Michelle C. Labajanan	BAC Secretary
9	Oscar A. Papelera, Jr.	BAC Support Staff
10	Ariel C. Flores	BAC Support Staff
11	Jeanette B. Dinglasan	BAC Support Staff
12	Ma. Luisa Carmela D. Berguia	BAC Support Staff

C. TWG

	Names	Position
1	Norberto C. Dinglasan	TWG Member
2	Rovilyn G. Gofredo	TWG Member

D. Observers

	Names	Position
1	Salvacion De Los Angeles	Supervising Auditor

E. Others

	Names	Position
1	Ethel M. Goh	Procurement Head

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Training Uniforms for the National Training Pool 2021**, with an Approved Budget for the Contract of **Fifty-Two Million Four Hundred Eighty Thousand Pesos (Php52,480,000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, other attendees and the representative of the Commission on Audit. The Philippine Chamber of Commerce and Industry (PCCI) and Philippine Institute of Supply and Management (PISM), were invited, however, the said offices failed to send their representatives to attend the Pre-Bid Conference.

The BAC Chairman also acknowledged the presence of the prospective bidder (*the company name, its address and representative as listed above were mentioned*).

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 R.A. No. 9184. 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 of R.A. No. 9184. 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.

The Bid Documents is downloadable in the PhilGEPS and the PSC website and those who paid the Bid Documents are provided with a printed copy. Bidders must 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 requirements are included in the checklist and discussed.

B. The Technical Component Envelope, Financial Component Envelope of the bid, and Instructions to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist, were then deliberated and discussed:

The Checklist of Technical and Financial Documents must state the name of the bidder, office address, telephone number, fax number, email address, authorized managing officer, citizenship, position and/or designation, type of organization whether sole proprietorship, partnership or corporation.

B.1. Technical Component Envelope

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Registration certificate from Securities and Exchange Commission (SEC) [Certificate of Incorporation, Articles of Incorporation and By-Laws], Department of Trade and Industry (DTI) for

sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and

- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
and

Pursuant to GPPB Resolution No. 9-2020, if the Mayor's Permit/Business Permit is not yet issued, prospective bidders may submit their expired Mayor's Permit/Business Permit with the Official Receipt of payment as proof of renewal application.

- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and

Single Largest Contract is fifty percent (50%) of the Approved Budget for the Contract or Php26,240,000.00 The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Sports Training and/or Competition Uniform which must have been completed within three (3) years for prior to the deadline for the submission and receipt of bids.

- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; and

The Bid Security may be in the following forms:

- g.1. Cash, Check, Cashier's Check, Manager's Check – 2% of the ABC or Php1,049,600.00;
- g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php1,049,600.00;
- g.3. Surety Bond – 5% of the ABC or Php2,624,000.00, must be valid 120 days from the date of the 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.
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

In accordance with the GPPB Resolution No. 9-2020, prospective bidders may submit unnotarized Omnibus Sworn Statement provided that a notarized Omnibus Sworn Statement will be submitted after the award but before payment.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC. The Committed Line of Credit must be at least equal to ten percent (10%) of the ABC or Php5, 248, 000.00.

Class “B” Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (m) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

The Technical Specifications and Schedule of Requirements were discussed. Drawing of the items were presented.

Item	Technical Specifications
1	Training Uniforms – 2,000 sets
1.1	1 piece Track Jacket
	Interlock fabric provides soft hand and smooth, clean finish
	Origami inspired graphic
	Full zip jacket
	With PSC logo at front (upper left chest)
	With printed “PHILIPPINES” at the back and quincennial logo at the back (see attached layout)
	Size run: XS – 5XL
	Color: White with Red (quincennial logo: blue)
	Material Composition: Knit, 100% Polyester
	Item should not be a retail product or should not be available in the market.
1.2	1 piece Track Pants

	Interlock fabric provides soft hand and smooth, clean finish
	Origami inspired graphic
	Tapered leg silhouette
	With PSC logo on right side
	Color: Red
	Size Run: XS – 5XL
	Fit: Regular
	Material Composition: Knit, 100% Polyester
	Item should not be a retail product or should not be available in the market.
1.3	2 pieces T-Shirt Round Neck
	Tri-blend fabric provides soft and cozy feel next to skin
	Origami inspired graphic
	With PSC logo at front (upper left chest)
	With printed “PHILIPPINE NATIONAL TEAM” at the back
	Size run: XS – 5XL
	1 piece red
	1 piece blue
	Material Composition: Dry fabric, 100% Polyester
	Item should not be a retail product or should not be available in the market.
1.4	1 piece 7” Shorts
	Mechanical stretch woven fabric to wick away perspiration
	Drawcord for adjustability
	Pockets
	With PSC logo at front (right side)
	Size run: XS – 5XL
	Color: Black
	Material Composition: Woven, 100% Polyester
	Item should not be a retail product or should not be available in the market.
1.5	2 pairs Socks

	Low-cut
	Quick dry
	Anti-bacterial deodorant
	Sweat-absorbing material
	3 point fit, supports (1) Achilles tendon, (2) ankle, (3) arch
	Size run: S, M, L, XL
	Color: White
	Material composition: 97% Polyester, 3% Elastene
1.6	1 piece backpack
	Size measurement: 19L
	13" pc compartment
	Outer Zip Pocket
	600D Poly Fabrication/900D Two tone fabrication
	Light weight
	With PSC logo
	Color: Black
	Material Composition: 100% Polyester
1.7	1 piece Bull Cap
	Size Measurement: OS (one size)
	19 x 20 cm
	Lightweight
	Velcro adjuster with brand logo
	One size fit
	With PSC logo at front
	Material Composition: 100% Polyester
1.8	1 pair Rubber Shoes
	Mesh upper construction
	FLYTEFOAM BLAST Midsole Technology
	Unisole EVA Midsole Technology

	Mesh Lasting
	Ortholite Sockliner
	Solid Rubber Outsole Material
1.9	1 piece Towel
	Size measurement: W: 25 inches x H: 50 inches
	With printed "PHILIPPINES" and small PSC logo
	Color: White
	Material composition: 100% cotton

Schedule of Requirements				
Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Training Uniform consisting of: 1 piece Track Jacket 1 piece Track Pants 2 pieces T-Shirt Round Neck 1 piece 7" Shorts 2 pairs Socks 1 piece Backpack 1 piece Bull Cap 1 pair Rubber Shoes 1 piece Towel	2,000 sets	2,000 sets	Within sixty (60) calendar days from the receipt of the Notice to Proceed

Bidders shall submit along with its bid a sample of the items subject to be bid in accordance with the Technical Specifications as stated in the ITB Clause 21.2.

B.1. Financial Component Envelope

- (a) Original of duly signed and accomplished Financial Bid Form; and
- (b) Original of duly signed and accomplished Price Schedule(s).

C. Instruction to Bidders

1. Bid should be properly marked, sealed and signed by the authorized representative.
2. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
3. Envelopes must be brown in color. Bidders are free to improvise but must strictly comply with the color. All envelopes SHALL:
 - a. Contain the name of the contract to be bid in capital letters;
 - b. Bear the name of and address of the Bidder in capital letters;
 - c. Be addressed to the Procuring Entity's BAC in accordance with ITB;

- d. Bear the specific identification of this bidding process indicated in the ITB; and
- e. Bear a warning “DO NOT OPEN ON OR BEFORE...” the date and time for the Opening of Bids, in accordance with ITB.

The actual sample of the envelopes was presented in the Pre-Bid Conference.

The BAC Chairman stated that the actual envelopes will be provided to the bidders upon purchase and issuance of the bidding documents.

- f. Request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC at least 10 calendar days before the deadline for submission and receipt of bids (Sec. 25.5.1, IRR, RA No. 9184; ITB Clause 9).
- g. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
- h. All pages of the bid should be signed by the authorized representative.
- i. All original copies of documents should be presented during the Opening of Bids.
- j. Bidders shall put “Comply” or “Not Comply” in each of the technical specification to manifest that the same has been complied with.
- k. A photocopy of the signatory’s government issued ID must be attached to each notarized document.
- l. Opening of Bids is on 23 March 2021, 10:00 AM at the same venue.

The BAC Chairman addressed the question asked by a prospective bidder on whether or not foreign bidders are allowed to participate in the bidding. The BAC Chairman stated that under the rules, foreign bidders can be eligible to participate in the bidding provided that the goods to be procured are not available from the local supplier otherwise foreign bidders are not eligible to participate in the bidding.

The BAC Secretary reiterated that the bidder shall submit one original and one duplicate copy of the first and second components of its bid, both of which should be placed in one mother envelope, as indicated in ITB Clause 21.2.

The following clarifications and/or queries were asked:

1. Ms. Delator of Anclaze Trading Corp. asked whether the PSC logo is printed or embroidered because the same is not stated on the bidding documents. The BAC Chairman replied that the BAC will issue a Supplemental Bid Bulletin on the matter.
2. Ms. Delator of Anclaze Trading Corp. asked on the size requirement of the PSC logo. The BAC Chairman responded that the BAC will issue a Supplemental Bid Bulletin to address the same.
3. Ms. Crisolo of Sonak Corporation asked what document should be submitted in case the company/bidder is not in a Joint Venture Agreement. The BAC Chairman replied that the bidder must submit a signed Statement of Non-Applicability. The BAC Chairman added that in case any of the documentary requirements stated in the checklist that are not applicable to the bidder, the latter should submit a signed Statement of Non-Applicability.
4. Ms. Delator of Anclaze Trading Corp. asked if they are allowed to indicate the brand logo on the towel. The BAC Chairman said that yes, the bidder/supplier may place its brand logo on the towel.
5. Ms. Bulahan of Pro Event asked if the samples to be submitted on the Opening of Bids should be packed individually. The BAC Chairman replied that the bidder can submit the samples whether or not individually packed.
6. Ms. Crisolo from Sonak Corporation asked if the delegation uniform may be considered as a similar contract to the subject project. The BAC Chairman replied that supply of any sports training uniform is a similar contract of the subject project, including delegation uniform, for as long as the item supplied is sports tracksuit.
7. Ms. Delator asked as to when her company can get the higher resolution of the PSC logo and whether or not they will provide the graphic. The BAC Chairman replied that the PSC will provide the high resolution of the logos and graphic to the bidder.

The BAC Chairman reminded the prospective bidder to read the Philippine Bidding Documents and to use the forms indicated in the Philippine Bidding Documents.

The BAC Chairman likewise reminded the prospective bidder on the submission of the opening of bids that bids must be submitted on or before 10:00 AM of 23 March 2021.

The BAC Chairman emphasized the proper marking, signing, sealing, and labelling of bids.

The BAC Secretary reminded the prospective bidder that the submission of bids is manual as stated in the Invitation to Bid. The BAC Secretary reiterated the requirement of negative RT-PCR Test result on the submission of bids as also stated in the Invitation to Bid. Bidders shall present a negative RT-PCR test result taken at least three (3) days prior to the opening of bids and shall submit a Health Declaration Form two (2) days before the opening of bids as stated in the ITB.

The Pre-Bid Conference adjourned at 11:00 AM.

Prepared by:



MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Approved by:



ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman