

MINUTES OF THE PRE-BID CONFERENCE

Trucking Services for Pull-Out and Transfer of Sports Supplies and Various Equipment from Mexico, Pampanga to Maybunga, Pasig City

14 October 2021, 10:45 AM

Athlete's Dining Hall, Administration Building

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. Prospective Bidders/Visitors

	Name of Representative	Company Name, Address, and Contact Details
1	Krystal Octaviano ¹	ASP, Airspeed Philippines, Inc. <ul style="list-style-type: none">- GGG Bldg., Pascor Drive, Parañaque City- koctaviano@airspeed.com.ph- krystaloctaviano@gmail.com- +639171402278
2	Marie Catherine Plana ²	Alpha Quality Express, Inc. <ul style="list-style-type: none">- 2nd Floor City Golf Plaza Driving Range, Julia Vargas Avenue, Brgy. Ugong, Pasig City- caiplana.agei@gmail.com- alphaqualityexpressinc@yahoo.com- +639177083532
3	Maria Dallie Dizon ³	EMR Courier Services International Inc. <ul style="list-style-type: none">- Warehouse 1 Old Ever Gotesco Mall, La Piñas City- dallie.emrcourier@gmail.com- sales@emr-courier.com- +639260569507
4	Merlita Boncan ⁴	K5 Plus Logistics Corporation <ul style="list-style-type: none">- Lot 8 & 9 Block 23 AB Area 4 Dalagang Bukid St., Brgy. NBBS, Navotas City- boncanmerlie@yahoo.com- +63917185998
5	Joseph Javier ⁵	Vintel Logistics Inc. (VCargo Worldwide Inc.) <ul style="list-style-type: none">- 1242 A. Sandoval Ave. San Miguel. Pasig City- josephjavier@vcargo.com.ph- +639771087128
6	William Batac ⁶	Blue Chip Marketing <ul style="list-style-type: none">- 1441 Dagupan St., Brgy. 51, Zone 4, District 1, Tondo, Manila- wilyambatac@gmail.com- +639175304328
7	Ramon Antonio Olgado ⁷	Soonest Global Express Corporation <ul style="list-style-type: none">- 1908 M-Guanzon St., Paco, Manila

¹ Attended via MS Teams Videoconferencing

² Attended via MS Teams Videoconferencing

³ Attended via MS Teams Videoconferencing

⁴ Attended via MS Teams Videoconferencing

⁵ Attended via MS Teams Videoconferencing

⁶ Attended via MS Teams Videoconferencing

⁷ Attended via MS Teams Videoconferencing

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		<ul style="list-style-type: none"> - ramo_sgec@gmail.com - +63917770530
8	Marilou Dimalanta ⁸	CBL Freight Forwarder and Courier Express Int'l., Inc. <ul style="list-style-type: none"> - 104 L. Marquez Compound, Edison Avenue, Brgy. Merville, Parañaque City - lynluna@cbl-freight.com - admin@cblc-freight.com - 8772-9000 loc 163/158
9	Hector Villanueva ⁹	Hercules Publication Enterprises <ul style="list-style-type: none"> - Lot 6 Block 10, Phase 10A, Sultan Kudarat St., South City Homes, Biñan City, Laguna - hecsbp47@yahoo.com - +639178713061
10	Jenelyn Escala and Therese Brennicar Tacorda ¹⁰	2GO Express, Inc. <ul style="list-style-type: none"> - 124 Domestic Road, Pasay City - jenelyn_escala@2go.com.ph - icar_tacorda@2go.com.ph - +639561657586/+639772436876

B. BAC Members and Staff

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

C. TWG

	Names	Position
1	Reina Presciosa C. Evangelista	TWG Member
2	Engr. Victoria T. Moya	TWG Member
3	Belinda C. David	TWG Member

D. Observers

	Names	Position
1	Jenelle S. Cruz	Commission on Audit Representative

E. Others

	Name	Position
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⁸ Attended via MS Teams Videoconferencing

⁹ Attended via MS Teams Videoconferencing

¹⁰ Attended via MS Teams Videoconferencing

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1	Ethel M. Goh	Procurement Head
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The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Trucking Services for Pull-Out and Transfer of Sports Supplies and Various Equipment from Mexico, Pampanga to Maybunga, Pasig City**, with an Approved Budget for the Contract of **Two Million Three Hundred Seventy Thousand Pesos (Php2,370,000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, Commission on Audit Representative, and other attendees. No representatives from the Philippine Chamber of Commerce and Industry (PCCI) and Philippine Institute of Supply and Management (PISM) were present despite prior notice.

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 no, fax no., 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 Php1,185,000.00. The similar contract as stated in ITB Clause 5.3 is Provision of Trucking Services and have been completed within three (3) years 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 Php47,400.00;
 - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php47,400.00;
 - g.3. Surety Bond – 5% of the ABC or Php118,500.00, 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 Php237,000.00.

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.

Technical Specifications—

No.	Description	Quantity	Unit
1	10-Wheeler, 32-Footer Truck, Wing Van <ul style="list-style-type: none"> • From Mexico, Pampanga going to Maybunga, Pasig City • Transport of sports supplies and various equipment <p style="margin-left: 40px;">Breakdown per day:</p> <ul style="list-style-type: none"> • 3 trucks per day for 25 days • 4 trucks per day for 1 day <ul style="list-style-type: none"> • With driver and 1 helper per truck • Loading date to be provided by the End-user Unit • Delivery Period: 3 calendar days from receipt of Notice to Proceed 	79	Units

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	10-Wheeler, 32-Footer Truck, Wing Van	79 Units	79 Units	Within three (3) calendar days from the receipt of the Notice to Proceed

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).

The templates of Financial Bid Form and Price Schedule are provided in the bidding documents

C. Instruction to Bidders

1. Bid should be properly marked, signed and sealed.
2. Bid should be in chronological order and signed by the authorized representative.
3. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
4. All original copies of documents should be presented during the Opening of Bids.
5. 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).
6. All original copies of documents should be presented during the Opening of Bids.
7. Bidders shall put “Comply” or “Not Comply” in each of the technical specification to manifest that the same has been complied with.
8. Deadline for submission of bids: 26 October 2021, 10:00 AM.
9. Opening of Bids shall be conducted onsite.
10. Only 1 representative per bidder.
11. Present a negative RT-PCR swab test result taken at least 2 days prior.
12. Submit Health Declaration Form.

The BAC Secretary reminded the prospective bidders to submit their bids early on the Opening of Bids to allow the BAC Secretariat to check the RT-PCR Test result and Health Declaration Form.

The BAC Secretary stated that bid proposals shall be received by the BAC Secretariat at 10:00AM in the same venue, where the Opening of Bids will be conducted.

13. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
14. 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 of the Opening of Bids, in accordance with ITB.

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

Bidders 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 BAC Secretariat will guide bidders on the proper marking and sealing of bid proposal upon the purchase of the bid documents.

15. All pages of the bid should be signed by the authorized representative.
16. A photocopy of the signatory’s government issued ID must be attached to each notarized document.

The BAC Chairman reminded the prospective bidders to read the Philippine Bidding Documents, to use the forms indicated therein, to indicate “comply” or “not comply” in each parameter of the technical specification to manifest that the same has been complied with, and that all pages of the bid should be duly signed by the authorized representative.

The BAC Secretary reminded the prospective bidders 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.

Ms. Octaviano inquired whether the vaccinated drivers and helpers are still required to submit a negative RT-PCR Test result. The BAC Chairman responded that at least a negative result of antigen test should be submitted for the vaccinated drivers and helpers to ensure the health and safety of the manpower.

Ms. Octaviano likewise inquired whether the Official Receipt in purchasing the bid documents be included in the submission of bid proposals. The BAC Chairman replied that the submission of said receipt together with the bid proposal is not required because the BAC Secretariat hold the records of who purchased the bid documents.

Ms. Octaviano also inquired whether there are two (2) copies of bid proposals, original copy and copy 1, to be submitted on the Opening of Bids. The BAC Chairman affirmed the same.

Ms. Octaviano inquired as well on the purchasing of bid documents. The BAC Secretary responded that the purchase of bidding documents will be done in person at the Rizal Memorial Sports Complex. Bidders will inform the guard at the gate that they will purchase bidding documents and the latter will coordinate to the BAC Secretariat. The BAC Secretariat will get the payment for the bidding documents from the bidder and forward the same to the Cashier's Office. The Official Receipt and the bidding documents will be issued to the bidder at the gate by the BAC Secretariat.

Mr. Javier inquired whether they could request to make the requirement of three (3) years of completion of the Single Largest Completed Contract of the subject project to five (5) years. The BAC Chairman responded that the Procuring Entity require three (3) years of completion of the Single Largest Completed Contract for the procurement of goods and services. The latter added that the said requirement was discussed with the PSC COA and GPPB, hence, the requirement of three (3) years is sufficient.


Mr. Javier likewise inquired whether the negative RT-PCR Test result is only required to the bidders who intend to attend the Opening of Bids. The BAC Chairman affirmed the same. The latter added that bidders may attend the Opening of Bids through Videoconferencing, however, the submission of bids is manual. The bidders who will submit their bid proposals and do not intend to attend the Opening of Bids via face-to-face should inform the BAC Secretariat that they will attend the same through Videoconferencing.

Ms. Tacorda inquired whether the items to be transferred are palletized. Mr. Guillermo, the End-user Unit Representative responded that the items to be transferred are not palletized.

Mr. Oligado inquired whether the manpower for loading and unloading of equipment is shouldered by the End-User Unit. The BAC Chairman affirmed that same and added that the said manpower is provided in both areas.

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

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