

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Customized Philippine Flag Pins with Multi-Sports Games Logo for 2023 International Games
25 January 2023, 10:30 AM
Conference Room
PHILIPPINE SPORTS COMMISSION
RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders

	Name of Representative	Company Name, Address, and Contact Details
1	Rejean Barredo	DVK Phils. Ents. - Il Capt. M. Tanyag Street, Ligid Tipas, Taguig City - dvkphilippines@yahoo.com - 83366199
2	Laila Malicdem	Alpha Quality Express, Inc. - J. Vargas Avenue, Ugong City Golf, Pasig - alphaqualityexpressinc@yahoo.com - 9178267095
3	Florida Santiago	Mr. G. Metal Embossing Contractor - 11 Ono Street, Tugatog, Malabon City - rfj_flor@yahoo.com - 9778509904
4	Jessica Salita	Jensab Enterprise - 801 PAR Court Golfers Villas, Matandang Balara, Quezon City - ralco_com@yahoo.com - 9427405675

B. Members of the BAC and Secretariat

	Names	Position
1	Anna Christine S. Abellana	BAC Vice-Chairperson
2	Abigail Marie V. Rivera	BAC Member
3	Charlie C. Esquivel	BAC Member
4	Violeta R. Tuazon	BAC Member
5	Reina Presciosa C. Evangelista	Provisional BAC Member
6	Atty. Michelle C. Labajanan	Head, BAC Secretariat
7	Oscar A. Papelera, Jr.	Member, BAC Secretariat
8	Ariel C. Flores	Member, BAC Secretariat
9	Ma. Luisa Carmela D. Berguia	Member, BAC Secretariat
10	Jose Joy P. Puruganan II	Member, BAC Secretariat
11	Jeimuel DJ. Silvestre	Member, BAC Secretariat
12	Aldynne Genise B. Jallorina	Member, BAC Secretariat

C. Technical Working Group

	Names	Position
1	Caroline S. Tobias	TWG Member
2	Cristina M. Garcia	TWG Member

D. Other Officers

	Name	Position
1	Ethel M. Goh	Procurement Head

The BAC Vice-Chairperson, who is presiding, called to order the Pre-Bid Conference for the project **Supply and Delivery of Customized Philippine Flag Pins with Multi-Sports Games Logo for 2023 International Games**, with an Approved Budget for the Contract of **Three Million Four Hundred Eighty Thousand Pesos (Php3,480,000.00)**.

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

The BAC Vice-Chairperson likewise acknowledged the presence of the prospective bidders (*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 Vice-Chairperson 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 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 2016 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 Instructions 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 in 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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) 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. For government contracts, the bidder must attach copies of the Notice of Award, Contract and Notice to Proceed. For private contracts, the bidder must attach copies of the Contract; and

- (c) 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. For government contracts, the bidder must attach a copy of the Notice of Award, Contract and Notice to Proceed. For private contracts, the bidder must attach a copy of the Contract; and

Single Largest Contract is fifty percent (50%) of the Approved Budget for the Contract or Php1,740,000.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Flag Pins, Plaques, Medals, and Tokens and must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.

- (d) 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 Php69,600.00;
 - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php69,600.00;
 - g.3. Surety Bond – 5% of the ABC or Php174,000.00, 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.
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
 - (f) 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.

Financial Documents

- (g) 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 Php348,000.00.

Class "B" Documents

- (h) 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.

B.2. Financial Component Envelope

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

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

- (k) [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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Additional Requirement to be Submitted Along with the Bid Proposal:

- (m) Actual sample of the items subject of the bid.

B.3. Additional Requirements to be Submitted During Post-Qualification:

- (n) Registration certificate from Securities and Exchange Commission (SEC) [Certificate of Incorporation, Articles of Incorporation and ByLaws], Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent Document.
- (o) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- (p) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- (q) 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.

The Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications—

Item	Description
1	<p>Philippine Flag Pins with Multi-Sports Games Logo</p> <ul style="list-style-type: none"> > Size: 4cm x 2.5cm > Thickness: 2mm > Material: 100% Zinc Alloy; Gold Plated > Print: CMYK Print on white hard enamel > Back of Pin: Butterfly clutch > Design: Waving Philippine Flag with Multi-Sports Games logo (lay-out/design proportion to material/pin, as per design) > Package: with individual red velvet pouch per pin > Velvet pouch size: 5cm x 7cm <ul style="list-style-type: none"> > Flag Pin with 32nd Southeast Asian Games and 12th ASEAN Para Games Logo: 26,250 pcs > Flag Pin with 19th Asian Games Logo: 9,000 pcs > Flag Pin with 4th Asian Para Games Logo: 2,250 pcs > Flag Pin with 6th Asian Indoor and Martial Arts Games (AIMAG) Logo: 6,000 pcs

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Flag Pin with 32nd Southeast Asian Games and 12th ASEAN Para Games Logo	26,250 pcs	26,250 pcs	Within 45 calendar days from receipt of the Notice to Proceed
2	Flag Pin with 19th Asian Games Logo	9,000 pcs	9,000 pcs	Within 30 calendar days prior to the event (scheduled on September 23 to October 8, 2023)
3	Flag Pin with 4 th Asian Para Games Logo	2,250 pcs	2,250 pcs	Within 30 calendar days prior to the event (scheduled on October 22 to 28, 2023)
4	Flag Pin with 6th Asian Indoor and Martial Arts Games (AIMAG) Logo	6,000 pcs	6,000 pcs	Within 30 calendar days prior to the event (scheduled on November 17 to 26, 2023)

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. 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).
4. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
5. All pages of the bid should be signed by the authorized representative.
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. A photocopy of the signatory's government issued ID must be attached to each notarized document.
9. Opening of Bids is on 6 February 2023, 10:00 AM at RMSC.
10. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
11. 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 to the prospective bidders.

The BAC Secretary reminded the prospective bidders to use the exact envelopes provided by the BAC Secretariat upon the purchase of Bidding Documents.

The BAC Secretary reminded the prospective bidders that they shall submit two copies, one original and one duplicate copy of the first and second components of its bid. Original Technical and Financial Component Envelopes shall be enclosed in Original Bid, while the Copy 1 of Technical and Financial Component Envelopes shall be enclosed in Copy 1. Both Original Bid and Copy 1 shall be placed in one mother envelope which is the Bid Proposal, as indicated in ITB Clause 21.2.

The BAC Secretary reminded the prospective bidders to strictly comply with the color requirement which is brown. Bidders are allowed to improvise but must strictly comply with the said color requirement.

The BAC Secretary reminded the prospective bidders to strictly comply with the marking, signing, and sealing of bids as provided and presented during the Pre-Bid Conference. Bidders must mark their envelopes by indicating the label "Do not open on or before February 6, 2023, 10:00 AM...", seal by transparent or brown tape, and sign at the flap of the envelopes.

The BAC Secretary reminded the prospective bidders that the purchase of bidding documents will only be done in person at the Bids and Awards Committee Secretariat located at the Ground Floor of the PSC Administration Building, Rizal Memorial Sports Complex. Bidders should inform the guard at the gate that they will purchase Bidding Documents and the latter will coordinate to the BAC Secretariat. The bidders will pay for the Bidding Documents Fee at the Cashier's Office. The Bidding Documents will be issued to the bidder at the BAC Secretariat. The BAC Secretariat will guide bidders on the proper marking and sealing of bid proposal upon the purchase of the Bidding Documents.

The BAC Secretary reminded the prospective bidders that the bid submission shall be done in person on or before 6 February 2023, 10:00 AM at the BAC Bidding Room, RMSC. Only one (1) representative is allowed, must be fully vaccinated, and shall present their vaccination cards upon entry at the RMSC.

The BAC Secretary reminded the prospective bidders to submit their bids early on the Opening of Bids because bid proposals must be received by the BAC Secretariat on or before 10:00 AM. Bidders should allow the BAC Secretariat to check their Vaccination Cards. Hence, bidders should come earlier to avoid issues on the timing of their bid submission.

The BAC Vice-Chairperson reminded all the attendees that the no-contact rule whether to the members of the BAC and TWG, will be fully implemented after the Pre-Bid Conference, hence, all queries from the prospective bidders shall be in writing.

The BAC Vice-Chairperson reiterated that prospective bidders must follow the instructions on the color of envelope, marking, signing, and sealing of bid envelopes to avoid disqualifications.

The BAC clarified that since there are four items subject of the bid, there should also be four actual samples to be submitted. Thus, prospective bidders are required to submit actual sample of each item subject of the bid.

Ms. Barredo of DVK Philippine Enterprises inquired whether historical/brass markers be considered for the Single Largest Completed Contract requirements. The BAC Vice-Chairperson responded that the same will be deliberated with the BAC as to whether be considered for the Single Largest Completed Contract requirements and a Supplemental Bid Bulletin will be issued accordingly.

Ms. Barredo of DVK Philippine Enterprises inquired on the terms of payment, whether payment will be made every delivery. The BAC Vice-Chairperson responded that the according to the Budget Division, payment every delivery is feasible.

Ms. Santiago of Mr. G. Metal Embossing Contractor inquired on the color of the packaging, whether black color instead of red color is allowed. The BAC Vice-Chairperson responded that it should be red color as it is the requirement of the End-User Unit.

Ms. Santiago of Mr. G. Metal Embossing Contractor inquired on the size of the flag pins, whether the same can be in a larger size. The BAC Vice-Chairperson responded that the size of the flag pins must be size requirement of the End-User Unit.

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

Prepared by:


MA. LUISA CARMELA D. BERGUIA, MBA
Member, BAC Secretariat

Reviewed by:



ATTY. MICHELLE C. LABAJANAN
Head, BAC Secretariat

Noted by:



ANNA CHRISTINE S. ABELLANA
BAC Vice-Chairperson