

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Sports Equipment for Donation Stocking

14 February 2022, 10:25 AM

Conference Room & MS Teams

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	Haydee Ong	Sol Sporting Goods Co. <ul style="list-style-type: none">- 648 Remedios Street. Unit 609 Royal Plaza Tower B, Malate, Manila- solSportinggoods@gmail.com- 9178940419
2	Delilah Malicdem	Alpha Quality Express, Inc. <ul style="list-style-type: none">- 2nd Floor City Golf Driving Range, Julia Vargas Avenue, Brgy. Ugong, Pasay City- alphaqualityexpressinc@yahoo.com- 9178267095
3	Cristina Remo	Proevent <ul style="list-style-type: none">- Lot 2 Blk 14 Judith St. Vermont Royale Village, Brgy. Mayamot, Antipolo City- proevent.eventsolutions@gmail.com- 9175162148 / 9688803855

B. BAC Members and Staff

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

C. TWG

	Names	Position
1	Reina Presciosa C. Evangelista	TWG Member
2	Caroline S. Tobias	TWG Member
3	Rovilyn G. Gofredo	TWG Member

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D. Observers

	Names	Position
1	Salvacion De Los Angeles	COA Supervising Auditor

E. Other Officers

	Name	Position
1	Engr. Jose A. Damole	PSC Technical Consultant

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project **Supply and Delivery of Sports Equipment for Donation Stocking**, with an Approved Budget for the Contract of **Thirty-Three Million Five Hundred Forty-Two Thousand Seven Hundred Fourteen Pesos (Php33,542,714.00)**.

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

The BAC Chairman 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 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 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);

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; 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; and

Single Largest Contract is fifty percent (50%) of the Approved Budget for the Contract or Php16,771,357.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Sports Equipment 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 Php670,854.28;
g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php670,854.28;
g.3. Surety Bond – 5% of the ABC or Php1,677,135.70, 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 Php3,354,271.40

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.

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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.

B.3. Additional Requirements

- (m) 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.
- (n) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

The BAC Secretary reminded the prospective bidders that an expired Mayor's Permit may be submitted provided that the Official Receipt of payment for the renewal of the Mayor's Permit for the year 2022 is attached.

- (o) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- (p) 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.
- (q) Catalogue/brochure with the product description of the items subject of the bid.

The Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications—

Item	Specification
1	Badminton Racket 600 Pairs
	<ul style="list-style-type: none">- Aluminum Frame- Aluminum Graphite Shaft- Nylon String (20lbs tension)- Branded (used during international and local competition)- IF/Local Approved
2	Badminton Shuttlecock 600 Tubes

	<ul style="list-style-type: none"> - Material: High quality Duck Feather - Composite soft cork - Excellent flying quality - 12 pcs per tube - Length: 85-95mm - Weight: 4.75 to 5.50g - Cork size: 25 to 28mm - Diameter: 58-68mm - Branded (used during international and local competition) - IF/Local Approved
3	<p>Badminton Net 300 Pieces</p> <ul style="list-style-type: none"> - Official size - 6.1m x 0.76m - Mesh size: 1.8cm - Durable cotton nylon blend material - Maroon color - Branded (used during international and local competition) - IF/Local Approved
4	<p>Baseball/Softball Set 20 Sets</p> <ul style="list-style-type: none"> - 9pcs Gloves - 2pcs Baseball bat - 1pc Baseball body armor - 1pc Baseball shin guard - 1pc Baseball catcher's mask - 6pcs Baseball ball <p>Baseball Gloves specifications:</p> <ul style="list-style-type: none"> - Synthetic leather shell - With leather palm - VRS Palm padding for shock absorption - Ideal fit soft inner lining - Branded (used during international and local competition) - IF/Local Approved Baseball Bat <p>specifications:</p> <ul style="list-style-type: none"> - Aluminum - 32" - Anti-slip grip - Branded (used during international and local competition) - IF/Local Approved <p>Body Armor specifications:</p> <ul style="list-style-type: none"> - PE Plate inserts for enhanced protection - 4point Adjustable harness allows for Custom fit and control - Neoprene stretchy back piece keeps the protector in place - Branded (used during international and local competition) - IF/Local Approved

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	<p>Baseball Shin guard specifications:</p> <ul style="list-style-type: none"> - Double knee design increases protection and mobility - Ventilated molded shells offer max. breathability - Cushioned knee pad absorbs impacts and provides additional comfort - Stainless u-shaped buckles for easy wear - Branded (used during international and local competition) - IF/Local Approved <p>Catcher's mask specifications:</p> <ul style="list-style-type: none"> - Solid iron wire - High visibility design - Synthetic leather padding - Branded (used during international and local competition) - IF/Local Approved <p>Baseball Ball specifications:</p> <ul style="list-style-type: none"> - 9" / 5oz. - Premium leather cover - Cushioned cork center - Wool windings - Branded (used during international and local competition) - IF/Local Approved <p>Softball ball specifications:</p> <ul style="list-style-type: none"> - Optic leather - Pu core center - High frequency cover - Raised seams - Red stitch - Branded (used during international and local competition) - IF/Local Approved
5	<p>Basketball Ball 1,000 Pieces</p> <ul style="list-style-type: none"> - Indoor/Outdoor - Synthetic Leather - Laminated PU Basketball 8 panel - Size: 7 - Weight: 580-620 grams - Branded (used during international and local competition) - IF/Local Approved
6	<p>Basketball Goal Ring Net 100 Pieces</p> <ul style="list-style-type: none"> - Official size - Color: White - Material: Cotton fiber - Branded (used during international and local competition) - IF/Local Approved
7	<p>Basketball Goal Ring 100 Pieces</p>

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	<ul style="list-style-type: none"> - 18" rim - Heavy duty - Powder coated steel ring - Branded (used during international and local competition) - IF/Local Approved
8	Beach Volleyball Ball 100 Pieces
	<ul style="list-style-type: none"> - Synthetic Leather - Tri-color panel design - Size: 66-68cm - Weight: 260-280 grams - Branded (used during international and local competition) - IF/Local Approved
9	Beach Volleyball Net 50 Pieces
	<ul style="list-style-type: none"> - Tournament size net with cable - Made of Nylon square mesh - Consist of non-slip nylon twisted twine ensuring higher quality and longer lifespan - Durable smooth finish - High tearing strength - Branded (used during international and local competition) - IF/Local Approved
10	Beach Volleyball Antennae 50 Pairs
	<ul style="list-style-type: none"> - Fiber glass - Red/White rods - 1.80m long and 10mm diameter - With locking clamps for securing the top and bottom net hem - Branded (used during international and local competition) - IF/Local Approved
11	Boxing Gloves 10 oz. 100 Pairs
	<ul style="list-style-type: none"> - 2" Velcro - Leatherette surface polyurethane rebonded foam - Tapered wrap-around closure provides secure wrist support - Ventilated palm that keeps the hands dry and comfortable - Nylon lining - Branded (used during international and local competition) - IF/Local Approved
12	Boxing Gloves 12 oz. 100 Pairs
	<ul style="list-style-type: none"> - 2" Velcro - Leatherette surface polyurethane rebonded foam - Tapered wrap-around closure provides secure wrist support - Ventilated palm that keeps the hands dry and

	<ul style="list-style-type: none"> comfortable - Nylon lining - Branded (used during international and local competition) - IF/Local Approved
13	<p>Boxing Gloves 14 Oz. 100 Pairs</p> <ul style="list-style-type: none"> - 2" Velcro - Leatherette surface polyurethane rebonded foam - Tapered wrap-around closure provides secure wrist support - Ventilated palm that keeps the hands dry and comfortable - Nylon lining - Branded (used during international and local competition) - IF/Local Approved
14	<p>Boxing Headgear 100 Pieces</p> <ul style="list-style-type: none"> - Leatherette surface polyurethane rebonded high efficiency foam, sponge compound molding liner - Jaw guard - Padding in the chin and cheek area - 1" Velcro strap closure - Branded (used during international and local competition) - IF/Local Approved
15	<p>Boxing Foul Protector 100 Pieces</p> <ul style="list-style-type: none"> - Leatherette surface - 4mm black rubber polyurethane rebonded foam - ABS injection shell and liner is thermoplastic rubber material for high resistance to impact and protect groin. - Padding guards the groin and kidneys from low punches - 2" & 1" garter - Shoe lace - Branded (used during international and local competition) - IF/Local Approved
16	<p>Boxing Mouth Guard 100 Pieces</p> <ul style="list-style-type: none"> - Silicone Plastic - Latex free - With built-in breathing channel provides superb protection - Good protection, can enhance athletes' high-level performance - Branded (used during international and local competition) - IF/Local Approved
17	<p>Boxing Ring Set 5 Sets</p> <ul style="list-style-type: none"> - 20ft. X 20ft. - 4pcs steel post s20 4" black pipe - 8pcs steel frame 2" s40 tubular & steel pipe



	<ul style="list-style-type: none"> - 8pcs 2" s40 tubular flooring support - 3pcs ladder steel frame w/ wood steps - 4pcs 22m 24mm nylon rope w/ 2" ring, 3mm rubber & zipperized leatherette - 16pcs 22" x 3/4 turn buckle - 16pcs turn buckle cover w/ rubber - 4pcs corner pad foam w/ rubber and leatherette cover - 4pcs strap rope support w/ Velcro - 2pcs spitting funnel w/ hose and pail - 1pc 21x21 thick canvass, 13pcs 4x8x12mm black rubber for flooring cushion - 12pcs 4x8x3/4 phenolic plywood w/ 2x2 good lumber wood frame - 1pc 4x4x3/4 phenolic plywood w/ 2x2 good lumber wood frame - 1pc 24yards nylon skirting - 24pcs 1 1/2 swivel clamp - Branded (used during international and local competition) - With Manual for Installation and set-up - IF/Local Approved
18	Chessboard Set with Wooden Piece 500 Sets
	<ul style="list-style-type: none"> - Tournament size - Wooden board - Wooden piece - 64 squares, 8 rows and 8 columns - Branded (used during international and local competition) - IF/Local Approved
19	Chess Piece with Mat 700 Sets
	<ul style="list-style-type: none"> - Tournament size with carrying bag - Pieces have felted bottom - Branded (used during international and local competition) - IF/Local Approved
20	Chess Clock 500 Pieces
	<ul style="list-style-type: none"> - Quick and easy to set and program - Choose quick-set options for the 13 most popular controls - Set any control manually and fast - Turn move-counter on and off in any option - Super-easy to correct both time and move count - Sound-alert option warns of time trouble - Branded (used during international and local competition) - FIDE Approved <p>Time options:</p> <ul style="list-style-type: none"> - time, time + sudden death, 2x + sudden death, time + repeating time, bonus ("Fischer") options, time + bonus, 2x time + bonus, bonus single period, bonus tournament. - Requires two AA Batteries

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	<p>Clock dimensions:</p> <ul style="list-style-type: none"> - 7 1/2" long x 2" high x 4" deep. Set delay control for two or even three time periods.
21	<p>Dart Board 200 Pieces</p> <ul style="list-style-type: none"> - Diamond Wire Dartboard - 18" Tournaments Bristle Dartboard - Branded (used during international and local competition) - IF/Local Approved
22	<p>Dart Pins (3pcs/Set) 200 Sets</p> <ul style="list-style-type: none"> - High quality 80% tungsten darts - Dart 1 steel tips 70%-97% tungsten - Weight: 21-25 grams - Comes with Shaft, flights, tips - Branded (used during international and local competition) - IF/Local Approved
23	<p>Football/Soccerball 200 Pieces</p> <ul style="list-style-type: none"> - 32 panel ball - Surface finish: Shiny cover material, TPU bladder, Butyl - Size 5 - Construction: Machine Stitched - Branded (used during international and local competition) - IF/Local Approved
24	<p>Lawn Tennis Racket 1,000 Pieces</p> <ul style="list-style-type: none"> - Material: Aluminum-alloy - Length: 685mm (27 inches) - Tension: 50-55lbs - Branded (used during international and local competition) - IF/Local Approved
25	<p>Lawn Tennis Balls 1,000 Tubes</p> <ul style="list-style-type: none"> - 3 pcs/tube or can - High performance pressure balls - Official size - Branded (used during international and local competition) - IF/Local Approved
26	<p>Lawn Tennis Net 100 Pieces</p> <ul style="list-style-type: none"> - Official size - With cable - Net size: 12.8m x 1.07m - Mesh size: 4cm x 4cm - Branded (used during international and local competition) - IF/Local Approved
27	<p>Sepak Takraw Balls 140 Pieces</p>

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	<ul style="list-style-type: none"> - Made from High grade synthetic polymers - Excellent bounce control - For Men and Women - Weight: 180g/160g - Waterproof - Rubber padding - Comply with the rules of the game as stated in Asian Sepak Takraw Federation (ASTAF) and international Sepak Takraw Federation (ISTAF) rules - Branded (used during international and local competition) - IF/Local Approved
28	Sepak Takraw Net 50 Pieces
	<ul style="list-style-type: none"> - Material: Fine nylon cord - Nylon cords at both ends to keep the net tight - Branded (used during international and local competition) - IF/Local Approved
29	Volleyball Ball 850 Pieces
	<ul style="list-style-type: none"> - 18 panel ball - Material: High grade Synthetic Leather - Size: 65-67cm - Weight: 260-280 grams - Branded (used during international and local competition) - IF/Local Approved
30	Volleyball Net 425 Pieces
	<ul style="list-style-type: none"> - Tournament size net with cable - Made of polyethylene square mesh - Consist of non-slip nylon twisted twine ensuring higher quality and longer lifespan - Branded (used during international and local competition) - IF/Local Approved
31	Volleyball Antennae 425 Pairs
	<ul style="list-style-type: none"> - Fiber glass - Red/White rods - 1.80m long and 10mm diameter - With locking clamps for securing the top and bottom net hem - Branded (used during international and local competition) - IF/Local Approved
32	Bike With Helmet 215 Sets
	<ul style="list-style-type: none"> - Hydraulic brake - Cogs 8 - Rear Derailleur - Front Derailleur - Crank

	<ul style="list-style-type: none"> - 3x8 - Shifter 8 speed - Rotor disc - Saddle - Fork Tire wheelset - Stem size 90 - Handle bar riser - Branded (used during international and local competition) - IF/Local Approved <p>Helmet</p> <ul style="list-style-type: none"> - Branded (used during international and local competition) - IF/Local Approved
33	Table Tennis Racket with Post and Net 100 Set
	<ul style="list-style-type: none"> - Pure wood blade - 5ply pure wood - ITTF Rubbers - 2.2mm rubber blades - Speed: 6.5 - Spin: 6.5 - Control: 10+ - Screw type - Nylon net - Net tension and height adjustment - Branded (used during international and local competition) - IF/Local Approved
34	Table Tennis Ball 100 Boxes
	<ul style="list-style-type: none"> - ITTF Approved - 3pcs/box - 40+mm poly ball - Weight: 2.7 grams - Branded (used during international and local competition)
35	Table Tennis Table 100 Pieces
	<ul style="list-style-type: none"> - Foldable - With wheels - Official size - 2740 x 1525 x 760mm - Board thickness: 16mm - Branded (used during international and local competition) - IF/Local Approved

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
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1	Badminton Racket	600 pairs	600 pairs	Within Sixty (60) Calendar Days from the Receipt of the Notice to Proceed
2	Badminton Shuttlecock	600 tubes	600 tubes	
3	Badminton Net	300 pieces	300 pieces	
4	Baseball/Softball Set	20 sets	20 sets	
5	Basketball Ball	1,000 pieces	1,000 pieces	
6	Basketball Goal Ring Net	100 pieces	100 pieces	
7	Basketball Goal Ring	100 pieces	100 pieces	
8	Beach Volleyball Ball	100 pieces	100 pieces	
9	Beach Volleyball Net	50 pieces	50 pieces	
10	Beach Volleyball Antennae	50 pairs	50 pairs	
11	Boxing Gloves 10 oz.	100 pairs	100 pairs	
12	Boxing Gloves 12 oz.	100 pairs	100 pairs	
13	Boxing Gloves 14 oz.	100 pairs	100 pairs	
14	Boxing Headgear	100 pieces	100 pieces	
15	Boxing Foul Protector	100 pieces	100 pieces	
16	Boxing Mouth Guard	100 pieces	100 pieces	
17	Boxing Ring Set	5 sets	5 sets	
18	Chessboard Set w/ Wooden Piece	500 sets	500 sets	
19	Chess Piece with Mat	700 sets	700 sets	

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20	Chess Clock	500 pieces	500 pieces
21	Dart Board	200 pieces	200 pieces
22	Dart Pins (3pcs/Set)	200 sets	200 sets
23	Football/Soccer ball	200 pieces	200 pieces
24	Lawn Tennis Racket	1,000 pieces	1,000 pieces
25	Lawn Tennis Balls	1,000 tubes	1,000 tubes
26	Lawn Tennis Net	100 pieces	100 pieces
27	Sepak Takraw Balls	140 pieces	140 pieces
28	Sepak Takraw Net	50 pieces	50 pieces
29	Volleyball Ball	850 pieces	850 pieces
30	Volleyball Net	425 pieces	425 pieces
31	Volleyball Antenna	425 pairs	425 pairs
32	Bike With Helmet	215 sets	215 sets
33	Table Tennis Racket with Post and Net	100 set	100 set
34	Table Tennis Ball	100 boxes	100 boxes
35	Table Tennis Table	100 pieces	100 pieces

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.

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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 28 February 2022, 10:00 AM at RMSC and MS Teams.
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 28, 2022, 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 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 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. The BAC Secretariat will guide bidders on the proper marking and sealing of bid proposal upon the purchase of the bid documents.

The BAC Secretary reminded the prospective bidders that the bid submission shall be done in person on or before 28 February 2022, 10:00 AM at the Conference Room, RMSC. Bidders may attend onsite and online through MS Teams Videoconferencing. Only one (1) representative is allowed, must be fully vaccinated, 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.

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, RT-PCR Test results and Health Declaration Form. Hence, bidders should come earlier to avoid issues on the timing of their bid submission.

The BAC Chairman reiterated that bidders should submit their bids on time. He reminded the prospective bidders that the PSC will still be implementing health protocols, hence, need to be complied with.

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The BAC Chairman 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 Chairman likewise reminded the prospective bidders to double check their requirement before the submission to avoid disqualification due to simply not following instructions such as the color of envelope, proper marking and sealing of bids. The BAC Chairman also reminded the prospective bidders that they are allowed to improvise their bid envelopes due to the volume of documents provided that they will comply with the color requirement. Improvised bid envelopes should also be properly marked, signed, and sealed as instructed.

The BAC Chairman 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 Chairman stated that the PSC would like to accommodate all bidders, however, all requirements and rules must be duly complied.

The BAC Chairman reminded the prospective bidders to read the Philippine Bidding Documents because all instructions are indicated therein.

The Pre-Bid Conference was adjourned at 10:45 AM.

Prepared by:



MA. LUISA CARMELA D. BERGUIA
BAC Secretariat

Reviewed by:



ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:



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by Iroy Guillermo
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ATTY. GUILLERMO B. IROY, JR.
BAC Chairman