

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Customized Philippine Team Official Uniform
for the 31st Southeast Asian Games

16 December 2021, 10:00 AM

Conference Room

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	Marie Catherine Plana	Alpha Quality Express Inc - 2nd/F City Golf Plaza Driving Range, Julia Vargas Avenue, Barangay, Ugong, Pasig City - caiplana.aqei@gmail.com - 9177083532
2	Filipina Lorenzo and Zoe Kabayashi	Sonak Corporation - Km 18 West Service Rd., Parañaque - 9171832398 - filipina.lorenzo@sonak.com.ph

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	Maria Luisa R. Ner	Provisional BAC Member/End-User Unit Representative
8	Atty. Michelle C. Labajanan	BAC Secretary
9	Oscar A. Papelera, Jr.	BAC Support Staff
10	Ma. Luisa Carmela D. Berguia	BAC Support Staff
11	Jeanette B. Dinglasan	BAC Support Staff
12	Ariel C. Flores	BAC Support Staff
13	Jose Joy P. Puruganan II	BAC Support Staff

C. TWG

	Names	Position
1	Reina Preciosa C. Evangelista	TWG Member
2	Caroline S. Tobias	TWG Member
3	Rovilyn G. Gofredo	TWG Member
4	Cristina M. Garcia	TWG Member

D. Other Officers

	Name	Position
1	Erwin M. Guillermo	Property and Supply Unit Head
2	Engr. Jose Damole	Technical Consultant

E. Observers

	Name	Position
1	Salvacion De Los Angeles	COA Supervising Auditor

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project **Supply and Delivery of Customized Philippine Team Official Uniform for the 31st Southeast Asian Games**, with an Approved Budget for the Contract of **Thirty-Six Million One Hundred Eight Thousand Pesos (Php36,108,000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, other officers, and the Commission on Audit (COA) representative. 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 instructions 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 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) 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; and

The BAC Secretary reminded the prospective bidders to attach the Contracts, Notices of Award and to Proceed to support their statement of ongoing contracts.

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- (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 Completed Contract is fifty percent (50%) of the Approved Budget for the Contract or Php18,054,000.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Customized Training and/or Competition Uniform and must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.

The BAC Secretary reminded the prospective bidders to attach the Contract, Notices of Award and to Proceed to support their statement of Single Largest Completed Contract.

- (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 Php722,160.00;
g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php722,160.00;
g.3. Surety Bond – 5% of the ABC or Php1,805,400.00, 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

The BAC Secretary reminded the prospective bidders to indicate the word "comply" against each parameter of the technical specifications to manifest that the same has been complied with.

- (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.

The BAC Secretary reminded the prospective bidders to include a copy of valid ID along with notarized documents.

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 Php3,610,800.00.

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.

The Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications—

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1	Track Jacket – 1,200 pieces
	Color: Blue
	Size pattern: Western
	Fit: Regular
	Material Composition: Knit, 100% Polyester
	Size Run: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL
	"PHILIPPINES": W 260mm x H 39.6mm (+/-3%) printed on the back in printable vinyl
	31 st SEA Games Logo: W6cm x H8cm (+/-3%) printed on the upper left chest in printable vinyl
	POC Logo: 5cm x 5cm (+/-3%) printed on the upper right chest in printable vinyl
	Item Benefits:
	Comfortable soft knit product perfect for warming up.
	Full front zipper allows fast, easy on and off.
	Easy access hand pockets big enough to hold phone and other essentials.
	Dry and UV-protection fabric.
	Item should not be a retail product and should not be available in the market.
2	Track Pants – 1,200 pieces
	Color: Blue
	Size Pattern: Western
	Fit: Regular
	Material Composition: Knit, 100% Polyester
	Size Run: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL
	Brand Logo: 39mm x 38mm printed on the left part in printable vinyl
	Item Benefits:
	Comfortable soft knit product perfect for warming up.
	Tapered silhouette.
	Drop in pockets on the side big enough to store essentials.
	Dry and UV-protection fabric.
Item should not be a retail product and should not be available in the market.	
3	T-Shirt -2,400 pieces
	Color: White/Blue (1,200 pieces) White/Red (1,200 pieces)
	Size Pattern: Western
	Fit: Regular
	Material Composition: Knit, 100% Polyester
	Size Run: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL
	"PHILIPPINES": W 260mm x H 39.6mm with allowance (+/-3%) printed on the back in printable vinyl
	31 st SEA Games Logo: W 6cm x H 8cm (+/- 3%) printed on the upper left chest in printable vinyl
	POC Logo: 5cm x 5cm (+/-3%) printed on the upper right chest in printable vinyl
	Item Benefits:
	Lightweight
	Soft hand feel
	Seasonal graphic
Dry and air permeability fabric	
Item should not be a retail product and should not be available in the market.	
4	7 inches Shorts – 2,400 pieces

9.

	Color: Blue (1,200 pieces) Black (1,200 pieces)
	Material composition: Woven, 100% polyester
	Size Run: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL
	Brand Logo: H 39mm x W 38mm printed on the left part in printable vinyl
	Item Benefits:
	Soft hand feel
	Elastic waistband with internal drawstring to customize fit
	Side slit pockets big enough to store essentials
	No lining
	Dry and stretch woven fabric
	Item should not be a retail product and should not be available in the market.
5	Cap – 1,200 pieces
	Color: Blue
	Material Composition: 100% polyester
	Size Measurement: OS
	Brand Logo: H 25mm x W 24mm in printable vinyl
	Philippine Flag: H 26mm x W 50mm in printable vinyl
	Item Benefits:
	Lightweight
	Velcro adjuster band
	One size fit
	Item should not be a retail product and should not be available in the market.
6	Backpack – 1,200 pieces
	Color: Peacoat
	Material Composition: 100% Polyester
	Philippine Flag: W 71mm x H 37mm in printable vinyl
	Brand Logo: H 55mm x W 54mm in printable vinyl
	Item Benefits:
	Capacity: 19L
	Zipper pocket (2L) at front is large enough to store multiple objects
	Laptop sleeve
	600D water repellent fabric
	Item should not be a retail product and should not be available in the market.
7	Socks – 1,200 packs
	Color: Brilliant white
	Material Composition: 97% polyester and 3% elastane
	Size Run: S, M, L
	With brand logo print in printable vinyl
	Item Benefits:
	3 pairs per pack
	Short 10.5cm socks
	Quick dry
	Antibacterial deodorant
	Sweat absorbing material
	3 point fit – supports (1) achilles tendon (2) ankle (3) arch
	Item should not be a retail product and should not be available in the market.
8	Towel – 1,200 pieces
	Color: White
	Size Measurement: W 25 inches x H 50 inches

9.

	Weight: 300 grams
	Material Composition: 100% cotton
	With embroidered "PHILIPPINES": 34.7cm x 3.6cm with +/-3% allowance
	With embroidered POC Logo: 6.5cm x 6.5cm with +/-3% allowance
	Product Features:
	Fine weave with softer feel on the skin
	Item should not be a retail product and should not be available in the market.
9	Shoes – 1,200 pairs
	Color: Black
	Provides a smooth and soft ride while implementing gender tailored technology in the men's and women's model.
	A neutral running shoe with a holistic design approach that adapts to the runner's anatomy in motion.
	Engineered mesh upper adds strategic support in targeted areas while leaving some of the fibers more open to improve breathability.
	Upper works more closely with the midsole's movement, which creates a smoother stride from footstrike to toe-off.
	At least 20% of the primary material of the shoe's upper is made with recycled materials to reduce waste and carbon emissions.
	Provides excellent shock absorption.
	Gender-specific construction addresses different compression rates.
	Engineered mesh upper.
	Technology providing lightweight cushioning.
	With brand logo.
	Item should not be a retail product and should not be available in the market.
	Delivery period: Within 60 calendar days from receipt of the Notice to Proceed.

Each sample design of the items subject of the bid was presented.

The BAC Chairman reminded the prospective bidders to indicate the word "comply" against each parameter of the technical specifications to manifest that the same has been complied with. The BAC Chairman likewise reminded the prospective bidders to carefully read the Statement of Compliance under Section VII of the Philippine Bidding Documents. The BAC Chairman also reminded the prospective bidders to thoroughly read the Philippine Bidding Documents.

The BAC Secretary emphasized that under Item 6 of ITB Clause 21.2 of the Bid Data Sheet, each item subject of the bid must contain a label/tag indicating the requirements as to the percentage of material (e.g., 100% polyester, etc.) as stated in the Technical Specifications. The label/tag must be attached to the sample submitted during the Opening of Bids.

The BAC Secretary likewise underscored that under Item 6 of ITB Clause 21.2 of the Bid Data Sheet, the product brand should be properly registered with the Intellectual Property Office (IPO). The proof of IPO registration will be required during post qualification.

The BAC Secretary equally stressed that under Clause 4 of the Special Conditions of Contract, inspections and tests will be conducted such as Physical Testing and Evaluation, Percentage Fabric Content Determination at the Department of Science and Technology (DOST) Philippine Textile Research Institute (PTRI). The said tests will be conducted during post-qualification.

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Track Jacket	1,200 pieces	1,200 pieces	
2	Track Pants	1,200 pieces	1,200 pieces	

9.

3	T-Shirt	2,400 pieces	2,400 pieces	Within 60 calendar days from receipt of the Notice to Proceed
4	7 Inches Shorts	2,400 pieces	2,400 pieces	
5	Caps	1,200 pieces	1,200 pieces	
6	Backpack	1,200 pieces	1,200 pieces	
7	Socks (3 pairs per pack)	1,200 packs	1,200 packs	
8	Towel	1,200 pieces	1,200 pieces	
9	Shoes	1,200 pairs	1,200 pairs	

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).

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

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.
- (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) Sample of the items subject of the bid, in accordance with the Technical Specifications under Section VII.
- (r) Label/tag indicating the requirements as to the percentage of material (e.g. 100% polyester, etc.) as stated in the Technical Specifications. The label/tag must be attached to the sample submitted during the Opening of Bids.

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 | Minutes of the Pre-Bid Conference
Supply and Delivery of Customized Philippine Team Official Uniform for the 31st Southeast Asian Games
16 December 2021

9

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 December 2021, 10:00 AM at RMSC and MS Teams.

The BAC Secretary reminded the prospective bidders that only one (1) representative is allowed to attend the Opening of Bids whether onsite or online.

The bid submission shall be done in person on or before 28 December 2021, 10:00 AM at the Conference Room, RMSC. Bidders may attend onsite and online through MS Teams Videoconferencing. Only one (1) representative is allowed. The representative 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 to allow the medical team to check the vaccination card, RT-PCR Test result and Health Declaration Form.

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 with 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.

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 Biddiner 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.

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. Original Technical and Financial Component Envelopes shall be enclosed in the Original Bid, and copies of Technical and Financial Components Envelopes shall be included in the Copy 1.

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

The BAC Secretary reminded the prospective bidders to use transparent tape in sealing their bids.

The BAC Secretary likewise reminded the prospective bidders to include the label that states "Do not open on or before 28 December 2021 ..."

The BAC Secretary also reminded the prospective bidders to strictly comply with the envelope requirements.

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

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

Ms. Lorenzo requested if the brand logo may be included in the design of the track jacket and t-shirt. She stated that the brand logo should be placed in the uniform as it reflects the core values and mission of the brand. Ms. Lorenzo added that the design of the uniform of other delegation countries such as Australia, Japan, and Korea, includes the brand logo. Ms. Lorenzo also requested to include the Philippine Flag in the design, specifically in the left side of the shirt, because per the latter, it is important that the Philippine Flag should be displayed in front

9.

of the shirt in an international event. Ms. Lorenzo added that aside from the text at the back of the shirt, it is also important to place the Philippine Flag at the front of the shirt. The BAC Chairman responded that the design of the uniform is from the Philippine Olympic Committee, however, with the said representation, the PSC will coordinate with the Philippine Olympic Committee if the same will be allowed. However, for the meantime, the technical requirements are as is. If the Philippine Olympic Committee allows the changes in the design, a Supplemental Bid Bulletin will be issued to address the changes in the technical requirements.

Ms. Lorenzo likewise requested if the delivery terms may be extended to ninety (90) days because there are difficulties in the production of international brands due the pandemic. The BAC Chairman responded that the delivery period is a standard requirement of the agency, however, the winning bidder may request for an extension and the said request should justify why the delivery period should be extended.

Ms. Lorenzo stated that they can propose a design to promote their participation in the upcoming 31st Southeast Asian Games. The BAC Chairman responded that the said proposal is noted and the same will be acted accordingly.

The BAC Chairman reminded the prospective bidder on the submission of the Statement of Single Largest Completed Contract.

The BAC Chairman reminded the prospective bidders to strictly comply with the envelope requirement. The envelope to be used should be brown in color. In the sealing of envelopes, transparent or brown tape should be used. The envelopes must be properly marked and labelled as discussed.

The BAC Chairman likewise reminded the prospective bidders to attach valid ID on each notarized document for purposes of verification.

The BAC Chairman also reminded the prospective bidders to submit their bids in chronological order based on the Checklist and Financial Documents.

The BAC Chairman reminded the prospective bidders to use the envelope to be provided by the BAC Secretariat upon purchase of Bidding Documents.

The BAC Chairman assured the prospective bidders that the bidding for the subject project will be transparent, fair, and competitive.

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


Prepared by:


MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:


ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:


Digitally signed
by Iroy Guillermo
Berbosidad Jr
Date: 2021.12.20
15:36:46 +08'00'
ATTY. GUILLERMO B. IROY, JR.
BAC Chairman