

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Sleeping Bags for Donation to Different LGU Participants of the Batang Pinoy and Philippine National Games 2021 Activities

15 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.ajei@gmail.com - 9177083532
2	Haydee Ong	Sol Sporting Goods Co. - 648 Remedios Street. Unit 609 Royal Plaza Tower B, Malate, Manila - solsportinggoods@gmail.com - 9178940419
3	Alma Palco	Crayons Sporting Goods, Inc. - Fi Center Ii Building, 67 Primo St., Old Zaniga, Mandaluyong City - ae4@crayonssqi.com - 9150761469
4	Patrick Musngi	Multiflex RNC Philippines, Inc. - M 23, East Service Road, South Luzon Expressway, Brgy. Cupang, Muntinlupa City - ryanpatrick.musngi@uratex.com.ph - 9178305865
5	Edgar Cornelio	Sun Impact Enterprise - Block 40 Lot 2 PH4 Deca Clark Residence Margot, Angeles City, Pampanga - sunimpactenterprise2021@gmail.com - 9196176242
6	Erlly Villafane	YPR Trading and General Merchandise, Inc. - SGC Bldg F. Manalo, Pasig City - emvillafane11@gmail.com - 9179672757
7	Rafaelle Jeanna Tria Tirona	Infinity 9 General Merchandise Inc. - 437 F. Martinez Ave., Plainview, Mandaluyong City - rafaelle.jeanna@gmail.com - 9176270606

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	Teresito R. Fortaleza, Jr.	Provisional BAC Member/End-User Unit Representative
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	Caroline S. Tobias	TWG Member
3	Rovilyn G. Gofredo	TWG Member

D. Other Officers

	Name	Position
1	Ethel M. Goh	Procurement Head
2	Erwin M. Guillermo	Property and Supply Unit Head

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 Sleeping Bags for Donation to Different LGU Participants of the Batang Pinoy and Philippine National Games 2021 Activities**, with an Approved Budget for the Contract of **Nine Million Five Hundred Thousand Pesos (Php9,500,000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, other officers, 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.

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

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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.

- (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 Php4,750,000.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Sports Paraphernalia 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 Php190,000.00;
- g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php190,000.00;
- g.3. Surety Bond – 5% of the ABC or Php475,000.00, 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.

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 Php950,000.00.

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.

The Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications—

1	Sleeping Bags with Bag 9,500 pieces
	Material (Fabric) Lining (High density soft and comfortable) DisiPadding (250G/M2 hollow cotton) Specification (180+30x75cm) Optimum temperature (0 -5 -15 degrees) Limit Temperature (-5 degrees) Durability – Waterproof (190T Disi Water Repellent Coating) Color: assorted With PSC logo monotone color 4 inches in diameter Bag with PSC logo

The BAC Secretary presented the sample design of the sleeping bags.

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Sleeping Bags with Bag	9,500 pieces	9,500 pieces	Within sixty (60) calendar days from receipt of the Notice to Proceed

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).

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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.

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 27 December 2021, 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 in the Pre-Bid Conference.

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

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The BAC Secretary likewise reminded the prospective bidders to include the label that states "Do not open on or before 27 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 Bidding Documents.

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

The bid submission shall be done in person on or before 27 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 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.

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 RT-PCR Test result, vaccination card, and Health Declaration Form.

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

Mr. Musngi inquired whether the submission of sample is during the Opening of Bids. The BAC Chairman responded that the submission of the sample is on the Opening of Bids along with bid proposal. The BAC Chairman stated further that the submission of sample is part of the technical requirement.

Mr. Musngi inquired whether the said sample will be checked and/or evaluated prior the Opening of Bids. The BAC Chairman responded that the checking and/or evaluating of the sample prior the Opening of Bids is not allowed. The BAC Chairman furthered that prospective bidder should submit a sample based on the requirements provided in the Bidding Documents.

The BAC Secretary manifested that after the publication of the Bidding Documents, the End-User Unit submitted a copy of the design and some changes in the Technical Specifications and inquired with the BAC Chairman whether a Supplemental Bid Bulletin will be issued to address the changes in the requirements. The BAC Chairman responded that a Supplemental Bid Bulletin shall be issued to address the changes in the requirements as required under the rules.

Mr. Musngi inquired whether the PSC will provide the logo. The BAC Chairman responded that the PSC would provide a high-resolution PSC logo to be imprinted in the sleeping bags to all prospective bidders.

The BAC Secretary asked Mr. Fortaleza for the high-resolution PSC logo to be provided for the prospective bidders. Mr. Fortaleza noted the same.

The BAC Vice-Chairperson asked Mr. Fortaleza to submit the dimension of the PSC logo along its submission of high-resolution PSC logo. Mr. Fortaleza noted the same.

Mr. Musngi inquired whether there are two (2) submission of additional documents such as Mayor's Permit and Audited Financial Statements. The BAC Chairman responded that only one (1) set of documents should be submitted as part of the additional requirements.

Mr. Musngi confirmed the submission of original and copy 1 of the bid proposal. The BAC Chairman affirmed the same and stated further that all documents submitted in the original bid should be likewise submitted in the copy 1. The BAC Chairman likewise stated that the original bid submission shall contain Certified True Copies of the submitted documents.

The BAC Chairman stated that the Certified True Copies of the documents should be submitted in clear copies, otherwise the original document is required to be submitted on the Opening of Bids to validate the documents submitted in the bid proposal. The BAC Chairman furthered that the failure to submit the original document to validate the non-readable Certified True Copies will result to non-compliance. The BAC Chairman reminded the prospective bidders to ensure that the documents submitted are clear, readable and without erasures.

Mr. Musngi confirmed whether copies of documents to be enclosed in copy 1 can be photocopied or scanned from the original bid submission. The BAC Chairman affirmed the same and stated that the documents in the original bid should be Certified True Copies.

Mr. Musngi inquired whether it is allowed to have the BAC Secretariat check their documents. The BAC Chairman responded that the same is not allowed because according to the rules the no-contact rule policy shall be observed after the Pre-Bid Conference. The BAC Chairman furthered that any query and/or clarification should be submitted before the BAC Secretariat in writing ten (10) day prior the Opening of Bids. Clarifications after the 10-day policy will not be entertained.

The BAC Chairman reminded the prospective bidders to strictly comply with the envelope requirement. Envelope to be used shall be brown in color, sealing of envelopes should use transparent or brown tape, and properly marking and labelling of envelopes as required and discussed.

The BAC Chairman likewise reminded the prospective bidders to attach a 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.

Mr. Velasco requested all bidders to print their company name in black at the bid proposal envelope.

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

Ms. Tirona inquired on the percentage of the down payment. The BAC Chairman responded that the supplier will be paid in full payment upon complete delivery.

Ms. Tirona inquired on the submission of bid proposal and sample in case the bidder's representative intends to attend online. The BAC Chairman responded that if the bidder's representative intends to attend online, the bid proposal and sample should be submitted to the BAC Secretariat on the day of the Opening of Bids on or before 10:00 AM.

Mr. Cornelio inquired whether general merchandise and bag related contracts can be considered for purposes of the Single Largest Completed Contract requirement. The BAC Chairman responded that any bag related contracts will be accepted for the Single Largest Completed Contract.

The BAC Secretary stated that the BAC Secretariat will email the Supplemental Bid Bulletin for the subject project to all prospective bidders and publish the same in the PhilGEPS and PSC website.

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 10:30 AM.




Prepared by:


MA. LUISA CARMELA D. BERGUJA
BAC Support Staff

Reviewed by:


ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:


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ATTY. GUILLERMO B. IROY, JR.
BAC Chairman