



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
NEW BILIBID PRISON
City of Muntinlupa
Tel. No. (02) 807-23-68
www.bucor.gov.ph



**PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF PRE-RELEASE KIT**

Php936,000.00

Conference Room, BAC Office

August 05, 2019

I. IN ATTENDANCE

CTCSUPT. MA. LOURDES M. RAZON, MD	- BAC CHAIRPERSON
CTCSUPT. RICHARD W. SCHWARZKOPF, JR.	- VICE-CHAIRMAN
CSSUPT. CELSO S. BRAVO	- BAC MEMBER
MS. MARITES C. MAGTALAS	- BAC MEMBER
MR. MANUEL L. SESCOAR, JR.	- BAC MEMBER
MR. WILLIAM M. TERRADO	- HEAD BAC SEC
COII MARIA ADORACION I. VIÑAS	- BAC SECRETARIAT MEMBER
COII LOVELY C. MARIANO	- BAC SECRETARIAT MEMBER
COII EMMYLOU P. MIRANDA	- BAC SECRETARIAT MEMBER
COII SHEILA I. DICHOSO	- BAC SECRETARIAT MEMBER
MS. RINA V. SERRANO	- BAC SECRETARIAT MEMBER
CTOII ALEXIS CATINDIG	- TWG
CSOII GLENN MENDOZA	- TWG
COII NORMAN AGANAD	- TWG
COII MELANIE MAURICIO	- TWG
COI TOBBY MATEO GATDULA	- TWG
COI TEODORO ORBINA	- TWG
COI WILFREDO CUENCO	- TWG
DR. ERNESTO L. TAMAYO	- TWG
COI RHEEALYN AYALA	- TWG
COI ERIKA M. MIRANDA	- PROVISIONAL MEMBER

PROSPECTIVE BIDDERS

RELIQUA TRADING represented by; MS. IRENE ERRYD
RICA ANA TRADING represented by; MS. GILDA ESTILLORE and WALTER BACLAO
RALCO COMMERCIAL TRADING represented by; JESSICA D. SACITA

II. CALL TO ORDER

The meeting was called to order and presided by the BAC Chairman CTCSupt. Ma. Lourdes M. Razon, MD at 1:38 in the afternoon.

III. HIGHLIGHTS OF THE PRE-BID CONFERENCE

CTCSUPT. Razon greeted and welcomed the bidders.

At the onset, Mr. Catindig presented the bidding documents. He discussed the eligibility requirements that a valid and current PhilGeps registration and membership accordance with Section 8.5.2 of Revised IRR 9184, emphasized that a valid and current Platinum membership is needed.

As to the requirement to still submit the legal and financial documents, Mr. Catindig stated that it is required to expedite the post-qualification process. He emphasized that non-submission of legal and financial documents may not be a ground for disqualification if there is a PhilGeps.

1 He stressed that the bidder may submit either PhilGeps platinum certificate of legal and financial
2 documents.

3
4 He further stated the other requirements;

- 5
- 6 ✓ Valid and current Securities and Exchange Commission (SEC)
- 7 Registration for Corporation.
- 8 ✓ Valid and current Department of Trade and Industry (DTI) Registration
- 9 for Sole Proprietorship and
- 10 ✓ Valid and current Cooperative Development Authority (CDA)
- 11 Registration for cooperative.
- 12 ✓ Valid and current Mayor's/Business Permit issued by the city of
- 13 municipality where the place of business of the prospective bidder is
- 14 located.
- 15 ✓ Valid and current Tax Clearance per Executive Order 398, series of 2005
- 16 as finally reviewed and approved by the BIR.
- 17 ✓ Statement of prospective bidder of all its ongoing government and private
- 18 contracts, including contracts awarded but not yet started, if any, whether
- 19 similar or not similar in nature and complexity to the contract to be bid
- 20 and; Statement identifying the bidder's Single Largest Completed Contract
- 21 (SLCC), similar to the contract to be bid within the last four (2) years from
- 22 the date of submission and receipt of bids equivalent to at least fifty
- 23 percent 25% of the ABC. Certificate of end-user's acceptance (EUA) or
- 24 Acceptance Report or official receipt (OR) or sales invoice (SI) issued for
- 25 the contract, if completed, which shall be attached to the statement.
- 26 ✓ Collection receipt is not accepted as a supporting document for the SLCC.
- 27 ✓ For this purpose, similar contract shall refer to manufacturer, retailer,
- 28 supplier and distributor/trader of personal care product and general
- 29 merchandise including but not limited to personal effects.
- 30 ✓ Valid and current Audited Financial Statements, showing, among others,
- 31 the prospective bidder's total and current assets and liabilities, stamped
- 32 "received" by the BIR or its duly accredited and authorized institutions,
- 33 for the preceding calendar year which should not be earlier than two (2)
- 34 years from the date of bid submission.
- 35 ✓ Net Financial Contracting Capacity (NFCC) which must be at least
- 36 equal to the ABC to be bid, and calculated as follows: $NFCC = [(Current\ assets\ minus\ current\ liabilities) (15)]$ minus the value of all outstanding or
- 37 uncompleted portions of the projects under ongoing contracts, including
- 38 awarded contracts yet to be started coinciding with the contract to be bid.
- 39 Where: The values of the bidder's current assets and current liabilities
- 40 shall be based on the latest Audited Financial Statements submitted to the
- 41 BIR, through its Electronic Filing and Payment System (EFPS). In Lieu of
- 42 the NFCC computation the bidder may submits a Committed Line of
- 43 Credit (CLC) from a Universal or Commercial Bank, it must be at least
- 44 equal to ten percent (10%) of the ABC to be bid in accordance with Sec
- 45 23.4.1.5 of the 2016 Revised IRR of RA 9184.
- 46

47 As to the query of the bidder on the required attachment in case the filing of AFS through EFPS is not
48 available and manual filing is an alternative. Mr. Catindig stated that a copy of bank transaction should be
49 attached.

50
51 Mr. Catindig continued to discuss the following requirements:

- 52
- 53 ✓ **In case of Joint Venture:** A Valid Joint Venture Agreement (JVA) for
- 54 the project in case it is already in existence, or duly notarized statements

1 from all the potential joint venture partners stating that they will enter
2 into and abide by the provisions of the JVA in the instance that the bid is
3 successful. Failure to enter into a joint venture in the event of a contract
4 award shall be ground for the forfeiture of the bid security.

5 Each partner of the joint venture shall submit their respective PhilGeps
6 Certificates of Registration in accordance with Section 8.5.2 of this IRR.
7 The submission of technical and financial eligibility documents by any of
8 the joint venture partners constitutes compliance: provided that the
9 partner responsible to submit the NFCC shall likewise submit the
10 Statement of all its ongoing contracts and Audited Financial Statements.

- 11 ✓ Cash or cashier's/manager's check issued by a Universal or Commercial
12 Bank at least 2% of the ABC.
- 13 ✓ Bank draft/guarantee or irrevocable letter of credit issued by a Universal
14 or Commercial Bank: Provided, however, that it shall be confirmed or
15 authenticated by a Universal or Commercial Bank, if issued by a foreign
16 bank at least 2% of the ABC.
- 17 ✓ Surety bond callable upon demand issued by a surety or insurance
18 company duly certified by the Insurance Commission as authorized to
19 issue such security at least 5% of the ABC.
- 20 ✓ Should the bidder opt to submit a Surety Bond as other form of Bid
21 Security it must specify the additional grounds for forfeiture of bid
22 security.
- 23 ✓ Duly Conformed Schedule of Requirements
- 24 ✓ Duly Complied Technical specification
- 25 ✓ Duly notarized Omnibus Sworn Statement. It must be supported
26 by a Proof of Authority of the designated representative/s for the
27 purposes of this bidding
- 28 ✓ Duly notarized Special Power of Attorney –For sole proprietorship
29 if owner opts to designate a representative/s;
- 30 ✓ Duly notarized Secretary's Certificate evidencing the authority of the
31 designated representative/s, issued by the corporation, cooperative or the
32 members of the joint venture; Provided that in the case of unincorporated
33 joint venture, each member shall submit a separate Duly notarized
34 Special Power of Attorney and/or Duly Notarized Secretary's Certificate
35 evidencing the authority of the designated representative/s.

36
37 Packaging and sealing of documents was presented; Each Bidder shall submit the following in one (1) big
38 envelope duly labelled containing two sets of envelopes: First envelope must contain four (4) copies of
39 Eligibility and Technical Documents duly marked as "Original Technical Component", "Copy No.1",
40 "Copy No.2" and "Copy No.3". Second envelope must contain four (4) copies of Financial Bid Form duly
41 marked as "Original Financial Component", "Copy No.1", "Copy No.2" and "Copy No.3". Each Bidder
42 shall submit one (1) original copy and three (3) copies of the first and second components of its bid.
43

44 He stated that the bid opening is on August 19, 2019 at 1:00 PM.

45
46 Mr. Catindig emphasized that partial bid is not allowed. The goods are grouped in a single lot
47 and that the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and
48 contract award.

49
50 As to the query of the bidder on how many grams of each toothpaste is needed, Mr. Catindig
51 stated that there is a toothpaste that comes with a toothbrush which is available in the market if it
52 could be possible to deliver the same.

53
54 The bidder presented a sample of the toothpaste.

1
2 Ms. Magtalas suggested that the toothpaste should be in a tube form instead of sachet. The bidder
3 stated that the smallest tube form of toothpaste available in the market is 50ml.

4
5 As to the query of the bidder if they could supply a minimum requirement of 13ml shampoo, Mr.
6 Catindig replied in affirmative.

7
8 As to the query of the bidder if the deodorant is for male use only, the end user of the project
9 replied in affirmative.

10
11 As to the query of the bidder if the eco bag has the required size, Mr. Catindig replied in
12 affirmative and that the changes will be reflected on the supplemental bid bulletin.

13
14 Mr. Catindig emphasized the need to affix on their signature and to state comply on the technical
15 specifications.

16
17 As to the query of the bidder if they can supply any color of slippers, Mr. Catindig replied in
18 affirmative.

19
20 As to the query of the bidder if there is a specific color for the eco bag, the End-User stated that
21 the color of eco bag is green.

22
23 As to the query of the bidder if there is a specification for the shirts, Mr. Catindig replied in
24 negative.

25
26 As to the query of the bidder on how the items can be delivered, Mr. Catindig suggested that the
27 items would be individually packed using the eco bag.

28
29 He added that the bid supplement will be release the following day.


30
31 **VI. ADJOURNMENT**

32
33 There having no other clarifications to be made, the conference adjourned at around 2:34 P.M.

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35
36 Taken and prepared by:

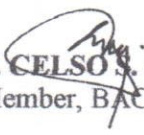
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38 
39 **COII QUIN ANNIE J. CABIAS**
40 Member, BAC Secretariat

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42
43 Checked by:

44
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46 **MR. WILLIAM M. TERRADO**
47 Head, BAC Secretariat

48
49 Concurred by:

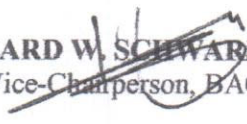
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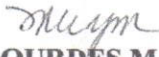

CSSUPT. CELSO S. BRAVO
Member, BAC


CSSUPT. DAISY S. CASTILLOTE
Member, BAC


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Member, BAC

MS. MARITES C. MAGTALAS
Member, BAC


CCSUPT. RICHARD W. SCHWARZKOPF, JR.
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