



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 PADLOCK AT NBP AND CIW 2019
Php2,199,800.00
Conference Room, BAC Office
June 24, 2019

I. IN ATTENDANCE

CTCSUPT. RICHARD W. SCHWARZKOPF, JR.	- VICE-CHAIRPERSON
CSSUPT. CELSO S. BRAVO	- BAC MEMBER
CSSUPT. DAISY S. CASTILLOTE	- BAC MEMBER
MR. MANUEL L. SESCOAR, JR.	- BAC MEMBER
MS. MARITES C. MAGTALAS	- 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 QUIN ANNIE J. CABIAS	- BAC SECRETARIAT MEMBER
ATTY. FREDRIC ANTHONY E. SANTOS	- HEAD TWG
CTOII ALEXIS CATINDIG	- TWG
CSOII GLENN MENDOZA	- TWG
COII NORMAN AGANAD	- TWG
COII MELANIE MAURICIO	- TWG
COI ADELOGA DACANAY	- TWG
COI TOBBY MATEO GATDULA	- TWG
COI TEODORO ORBINA	- TWG
MR. EDGARDO D. VIRTUDAZO	- TWG
CTSOIV MARIE AMJONETTE BATTAD	- TWG
CTOIII LEILA B. REONAL	- TWG
CTSOI LUALHATI B. LOPEZ	- TWG
CTOIII ELLEN SUMAWAY	- TWG
EFOMAY PASCUAL	- COA REPRESENTATIVE
CSOIV CEASSAR GRECIA	- END USER
PAUL ABENES (RICA ANA TRADING)	- BIDDER
GILDA ESTILLORE (RICA ANA TRADING)	- BIDDER
KHRISTINE CORTEZ)STAR ANVIL)	- BIDDER

II. CALL TO ORDER

The meeting was called to order and presided by the BAC Vice Chairman CCSupt. Richard W. Schwarzkopf, Jr. at 2:00 in the afternoon.

III. HIGHLIGHTS OF THE PRE-BID CONFERENCE

Mr. Catindig mentioned the ABC to be bid of Php 2,199,800.00.

1 Mr. Catindig stated that the similar contracts shall refer to manufacturer, retailer, supplier,
2 distributor, trader of General Merchandise.

- 3
- 4 ➤ Valid and current PhilGeps Certificate of Registration and Membership in accordance
5 with Section 8.5.2 of Revised IRR of RA 9184.
- 6
- 7 ➤ Valid and current Securities and Exchange Commission (SEC) Registration for
8 Corporation.
- 9
- 10 ➤ Valid and current Department of Trade and Industry (DTI) Registration for Sole
11 Proprietorship and Valid and current Cooperative Development Authority (CDA)
12 Registration for cooperative.
- 13
- 14 ➤ Valid and current Mayor's/Business Permit issued by the city of municipality where the
15 place of business of the prospective bidder is located.
- 16
- 17 ➤ Valid and current Tax Clearance per Executive Order 398, series of 2005 as finally
18 reviewed and approved by the BIR.
- 19
- 20 ➤ Statement of prospective bidder of all its ongoing government and private contracts,
21 including contracts awarded but not yet started, if any, whether similar or not similar in
22 nature.
- 23
- 24 ➤ Statement identifying the bidder's Single Largest Completed Contract (SLCC), similar to
25 the contract to be bid within the last two (2) years from the date of submission and receipt
26 of bids equivalent to at least twenty-five percent 25% of the ABC.
- 27
- 28 ➤ Certificate of end-user's acceptance (EUA) or Acceptance Report or official receipt (OR)
29 or sales invoice (SI) issued for the contract, if completed, which shall be attached to the
30 statement.
- 31
- 32 ➤ Valid and current Audited Financial Statements, showing, among others, the prospective
33 bidder's total and current assets and liabilities, stamped "received" by the BIR which
34 should not be earlier than two (2) years from the date of bid submission.
- 35
- 36 ➤ Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to
37 be bid, and calculated as follows: $NFCC = [(Current\ assets\ minus\ current\ liabilities)$
38 $(15)]$ minus the value of all outstanding or uncompleted portions of the projects under
39 ongoing contracts, including awarded contracts yet to be started coinciding with the
40 contract to be bid.
- 41
- 42 ➤ In Lieu of the NFCC computation the bidder may submit a Committed Line of Credit
43 (CLC) from a Universal or Commercial Bank, it must be at least equal to ten percent
44 (10%) of the ABC to be bid.
- 45
- 46 ➤ In case the joint venture is not yet in existence, the submission of a valid JVA shall be
47 within ten (10) calendar days from receipt by the bidder of the notice from the BAC that
48 the bidder is the Lowest Calculated Bid.
- 49

- 1 ➤ The Bidder shall have the option to post Bid Securing Declaration. Bid Securing
2 Declaration must be duly notarized in accordance with the provisions of 2004 Rules on
3 Notarial Practice or any form of Bid Security.
4
5 ➤ Cash or cashier's/manager's check issued by a Universal or Commercial Bank at least
6 2% of the ABC.
7
8 ➤ Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial
9 Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or
10 Commercial Bank, if issued by a Foreign Bank.
11
12 ➤ Surety bond callable upon demand issued by a surety or insurance company duly
13 certified by the Insurance Commission as authorized to issue such security at least 5% of
14 the ABC. And to include the 14 grounds.
15
16 ➤ Duly Conformed Schedule of Requirements.
17
18 ➤ Duly Conformed Technical specification.
19
20 ➤ Duly notarized Omnibus Sworn Statement. It must be supported by a Proof of Authority
21 of the designated representative/s.
22
23 ➤ Duly notarized Special Power of Attorney –For sole proprietorship if owner opts to
24 designate a representative/s;
25
26 ➤ Duly notarized Secretary's Certificate evidencing the authority of the designated
27 representative/s, issued by the corporation, cooperative or the members of the joint
28 venture;
29
30 ➤ Provided that in the case of unincorporated joint venture, each member shall submit a
31 separate Duly notarized Special Power of Attorney and/or Duly Notarized Secretary's
32 Certificate evidencing the authority of the designated representative/s.
33
34 ➤ Packaging and sealing of documents. It must be properly sealed and properly labeled.
35 Each Bidder shall submit the following in *one (1)* big envelope duly labelled containing
36 two sets of envelopes: **First envelope** must contain four (4) copies of Eligibility and
37 Technical Documents duly marked as "Original Technical Component", "Copy No.1",
38 "Copy No.2" and "Copy No.3"**Second envelope** must contain four (4) copies of
39 Financial Bid Form duly marked as "Original Financial Component", "Copy No.1",
40 "Copy No.2" and "Copy No.3"

41 Atty. Santos stated the request that the bidders to submit eligibility with tabbing.

42 Mr. Catindig stated to read ITB clause 20.4 for the labeling of envelope.

43 Mr. Catindig stated that the deadline for submission of bids is on July 08, 2019-2:00pm. He
44 emphasized that late submission will not be accepted. He pointed out that the bid documents may
45 be submitted to the BAC Sec as early as Friday to be safe.

46 Mr. Catindig stated that the Latest Income and Business Tax Return filed thru Electronic Filing
47 and Payment System (EFPS) 6 months before filing duly validated with the tax payments made

1 thereon also refers to the Value Added tax be submitted upon receiving a notice that the bidders
2 have been declared as the lowest calculated bid.

3 He emphasized that the Schedule of requirements and Delivery shall commence within thirty
4 (30) calendar days after the receipt of Notice to Proceed (NTP) and Purchase Order (P.O.) or
5 Contract Agreement.

6 Technical specifications were discussed.

7 Mr. Catindig reminded the bidders to include Supplemental Bid Bulletins issued by the BAC.

8 He presented the Schedule of prices and reminded the bidders to be mindful of the signatures.


9 **IV. ADJOURNMENT**

10
11 There having no other clarifications to be made, the conference adjourned at around 2:40 P.M.
12

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16 Taken and prepared by:


17
18 
19 **COII QUIN ANNE J. CABIAS**
20 Member, BAC Secretariat

21 Checked by:

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23 
24 **MR. WILLIAM M. TERRADO**
25 Head, BAC Secretariat

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27 Concurred by:

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31 **CSSUPT. CELSO S. BRAVO**
32 Member, BAC

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37 **CSSUPT. DAISY S. CASTILLOTE**
38 Member, BAC

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40 **MR. MANUEL L. SESCOAR, JR.**
41 Member, BAC

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44 **MS. MARITES C. MAGTALAS**
45 Member, BAC

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48 **CCSUPT. RICHARD W. SCHWARZKOPF, JR.**
49 Vice-Chairperson, BAC

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ON OFFICIAL BUSINESS
CTCSUPT. MA. LOURDES M. RAZON, MD
Chairperson, BAC