



**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ROUND NECK T-SHIRT WITH PRINT FOR PERSONS
DEPRIVED OF LIBERTY CONFINED AT NBP AND CIW 2019
PhP26,941,600.00**

The pre-bid conference for T-Shirt held at BAC Conference Room was called to order at around 1:00 P.M. of 15 March 2018, and was presided over by the BAC Chairperson, CTCSUPT. MA. LOURDES M. RAZON.

I. IN ATTENDANCE

CTCSUPT. MA. LOURDES M. RAZON	-BAC CHAIRPERSON
CCSUPT. RICHARD W. SCHWARZKOPF, JR.	-BAC VICE CHAIRMAN
CSSUPT. CELSO S. BRAVO	-BAC MEMBER
MR. MANUEL SESCOAR, JR. MBA, MSCA	-BAC MEMBER
CO2 QUIN ANNIE J. CABIAS	-BAC SECRETARIAT
CO2 MARIA ADORACION I. VIÑAS	-BAC SECRETARIAT
CO2 LOVELY C. MARIANO	-BAC SECRETARIAT
CO2 SHEILA I. DICHOSO	-BAC SECRETARIAT
CTOII ALEXIS CATINDIG	-TWG MEMBER
CO2 NORMAN AGANAD	-TWG MEMBER
CO2 MELANIE MAURICIO	-TWG MEMBER
CSO2 GLENN MENDOZA	-TWG MEMBER
CO1 ADELOGA DACANAY	-TWG MEMBER
CSO4 CESAR GRECIA	-SUPPLY MAXSECOM
CSOI RAMON G. SUNICO	-SUPPLY MINSECOM
COIII GUILLERMO A. MARBIBI III	-SUPPLY MEDSECOM
LUZ T. CORCUERA (KING'S SAFETYNET INC.)	-BIDDER
CLYJEN C. PELAYO (CENTER POINT SALE TRADING INC.)	-BIDDER
CONNIE V. TAN (EMMAIAH MARKETING)	-BIDDER
LINDA T. MACANTAN (RJ MED MKTG.)	-BIDDER
ANDY CRUZ (RJ MED MKTG.)	-BIDDER
MYLENE YAO (RJ MED MKTG.)	-BIDDER

At the onset, Mr. Catindig stated that the contract duration is 120 calendar days upon receipt of the notice to proceed and that the Single Largest Completed Contract is 25% of the ABC to be completed within the last 2 years.

Mr. Catindig stated that the bidding documents is 10,000 Pesos.

As for the similar contract, Mr. Catindig stated that it should be manufacturer, supplier, dealer retailer of garments and that subcontracting is not allowed.

Mr. Catindig presented the bidding documents.

As to the eligibility requirements that a valid and current PhilGEPS registration and membership in accordance with Section 8.5.2 of Revised IRR of 9184, Mr. Catindig

1 emphasized that a valid and current Platinum membership is needed. He added that there is
2 no need to submit legal and financial documents.

3
4 As to the query of one of the bidder if the requirements are included in the checklist, Mr.
5 Catindig replied in affirmative and stated that the requirements should be in sequence.

6
7 As to the requirement to still submit the legal and financial documents, Mr. Catindig stated that
8 it is required to expedite the post-qualification process. He emphasized that non-submission
9 of legal and financial documents may not be a ground for disqualification if there is a
10 PhilGEPS.

11
12 He stressed that the bidder may submit either PhilGEPS platinum certificate or the legal and
13 financial documents.

14
15 Mr. Catindig stated that a complete SEC Registration and DTI for sole proprietorship and CDA
16 for cooperative are required.

17
18 Mr. Catindig stated that other requirements are: valid and current Mayor's/Business Permit,
19 Valid and current tax clearance, and statement of prospective bidder all ongoing contracts
20 including contracts awarded but not yet started, whether similar or not similar in nature in
21 complexity to the contract to be bid.

22
23 Mr. Catindig stated that they need not to submit supporting documents and that there is a form
24 which has to be filled up by the bidders. He emphasized that undelivered portion part of the
25 ongoing contract is used to compute for the NFCC.

26
27 Mr. Catindig stated that a statement identifying bidder's single largest completed contract
28 similar to the contract is required.

29
30 As to the requirement for a 25% single largest completed contract that should be within the
31 last 2 years, one of the bidders raised query of there is a need to attach the notice of award.

32
33 Mr. Catindig stated that NOA is needed for the on-going contract.

34
35 As for the SLCC, Mr. Catindig stated that end-user's acceptance, Official Receipt and Sales
36 Invoice are required attachments.

37
38 As for the multiple P.O/ordering agreement, Mr. Catindig stated that it should be attached in
39 order to expedite the post-qualification process.

40
41 As to the required Audited financial statements showing current assets and liabilities stamped
42 received by the BIR, he stated that it will be used to compute the NFCC.

43
44 As to the required NFCC that is equal to the ABC to be bid, Mr. Catindig showed the
45 computation.

46
47 Mr. Catindig stated that in lieu of the NFCC, a committed line of credit from Commercial or
48 Universal Bank may be submitted.

49
50 Mr. Catindig stated that the bidders may opt to submit a bid securing declaration which is
51 common due to less documentation needed.

52
53 Mr. Catindig stated that there are other forms of bid security such as cash, cashier's check or
54 manager's check from commercial or universal bank or bank draft or letter of guarantee from
55 Universal or Commercial Bank. He emphasized that the bid security must be confirmed by a

1 Commercial or Universal Bank if it is issued by a foreign bank that should be at least 2% of the
2 ABC.

3
4 Mr. Catindig stated that a surety bond callable upon demand issued by a surety or insurance
5 company should be duly certified by the insurance commission authorized to issue such surety
6 and that it should be at least 5% of the ABC. He stressed that need to include the 14 grounds
7 that should form part of the surety.

8
9 As to the other requirements, Mr. Catindig stated the following:

- 10 ✓ Duly complied schedule of requirements
- 11 ✓ Duly complied technical specification
- 12 ✓ Duly notarized omnibus sworn statement supported by proof of authority, for Sole
13 proprietor SPA for corporation secretary's certificate, joint venture may be combination
- 14 ✓ Bid validity is 120 calendar days
- 15 ✓ Signature must be all original for original copy

16
17 As for the sample to be submitted, Mr. Catindig emphasized that it should form part of the
18 eligibility requirement and that the required 5 pieces per color may be of any size for purposes
19 of testing.

20
21 Proper way of packing and sealing of envelopes was shown by Mr. Catindig. He emphasized
22 that samples should be sealed in a separate box.

23
24 Mr. Catindig pointed out that envelopes marked with original component should have original
25 signed documents and stated that bidders may download for free the complete set of bidding
26 documents in the website of BuCor.

27
28 Mr. Catindig presented the requirements for post-qualification and emphasized that it should
29 be submitted once the winning bidder have been declared to have the lowest calculated bid.

30
31 As to the query of one of the bidders if there is color coding for envelopes, Mr. Catindig stated
32 that GPPB is encouraging more suppliers to participate.

33
34 The specifications were presented to the interested bidders.

35
36 As to the query of one of the bidders if they can already submit post-qualification requirements
37 during the submission of bids, Mr. Catindig stated that the requirements is only for the lowest
38 calculated bidder.

39
40 As to the query of the bidder if they could extend the required 120 calendar days schedule of
41 requirements into 150-180 days, the BAC agreed and stated that it will be reflected on the
42 supplemental bid bulletin.


43
44 As for the testing, Mr. Catindig stated that the samples will be sent to PTRI within the day of
45 submission and bid opening and that the cost of testing will be shouldered by the winning
46 bidder. He added that another testing will be done during the delivery which cost will also be
47 shouldered by the bidder.

48
49 Mr. Catindig presented the forms for the on-going contract, Single Largest Completed
50 Contract, and Net Financial Contracting Capacity.


51
52 Mr. Catindig emphasized that the government issued ID presented upon notarization must be
53 attached. He added that on part of the legal capacity in notarized documents, it will be the
54 authorized representative or attorney-in-fact who should sign and not the owner himself.


1 As for the payment, it was clearly understood that no payment shall be made unless the
2 winning bidder had fully delivered the items.
3
4 The BAC stated that the bidders may raise their queries to the BAC Secretariat.
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6 There having no other clarifications to be made, the pre-procurement conference adjourned at
7 around 1:30 P.M.
8

9
10
11 Taken and prepared by:

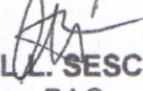
12 
13 **CO2 QUIN ANNIE J. CABIAS**
14 Member, BAC Secretariat
15

16
17 Checked by:

18 
19 **MR. WILLIAM M. TERRADO**
20 Head, BAC Secretariat
21 Concurred by:

22
23 
24 **CSSUPT. CELSO S. BRAVO**
25 Member, BAC
26

Absent
CSSUPT. DAISY S. CASTILLOTE
Member, BAC

27 
28 **MR. MANUEL L. SESCAR, JR.**
29 Member, BAC
30

Absent
MS. MARITES C. MAGTALAS
Member, BAC

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32 
33 **CCSUPT. RICHARD W. SCHWARZKOPF, JR.**
34 Vice-Chairperson, BAC

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37 **CTCSUPT. MA. LOURDES M. RAZON**
38 Chairperson, BAC
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