

Minutes of the Pre-Bid Conference for the Supply and Delivery of Computer paper Continuous Forms for the Regional Payroll Services Unit of the Department of Education Regional Office VI (Rebid)

Teleconference through google platform
<https://meet.google.com/zbj-pqkd-aih>
May 11, 2020, 2:00 p.m.

I. In Attendance

Bids and Awards Committee

- | | | |
|----------------------------|---|----------------------------|
| 1. Atty. Jessica S. Sapalo | - | Chairperson (on-site) |
| 2. Dr. Leo B. Dedoroy | - | Vice-Chairperson (online) |
| 3. Dr. Jude Iledan | - | Member (online) |
| 4. Dr. Elena P. Gonzaga | - | Member (online) |

Provisional Members/End-User

1. Mr. Santos Farochilen – End-User (online)

BAC Secretariat

1. Lilibeth G. Sanchez – (online)
2. Elsa Q. Labrillaso - (on-site)
3. Cornelio Gandicela, Jr. – (on-site)
4. Erna Grace M. de la Mota – (on-site)

Others

1. Noel Donell Narida - TWG 9 (on-site)
2. Early Albason – TWG (online)

Observers: - NONE

Notices were sent and acknowledge by observers last May 5, 2020 in accordance with RA 9184 to the following:
Commission on Audit – sent through email and acknowledged on May 5, 2020
Peoples Graft Watch – delivered personally and stamped received by the office in-charge on May 5, 2020
Philippine Chamber of Commerce – sent through e-mail and messenger on May 5, 2020 and acknowledged through messenger on May 5, 2020.

Bidder's Representative/s

- | | | |
|------------------|---|---------------------------------------|
| 1. Bevelyn Reyes | - | Forms International Enterprises Corp. |
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I. Call to Order

II. Declaration of Quorum

Atty. Jessica S. Sapalo, BAC 2, Chairperson declared quorum at 2:15 in the afternoon.

III. Preliminaries:

Erna Grace de la Mota, BAC Secretariat informed the body of the following:

- She made mentioned of the attendees on-site and on-line.

- Notices were sent to Observers on May 5, 2020.

She also informed the body that two (2) Bidders were invited through email, namely: 1.) Forms International Enterprises Corp. – email add: bevelyn.reyes@formsintl.com 2.) **Joebz Computer Sales & Services – email add: joebzgroup@gmail.com**

- Invitation to Bid was posted in the PhilGEPS website last May 4, 2020.

Atty. Jessica Sapalo, BAC Chairperson informed the body of the following.

- Approved Budget of the Contract (ABC) –TWO MILLION FOUR HUNDRED ELEVEN THOUSAND SIX HUNDRED SIXTY FOUR PESOS (P 2,411,664.00)
- She also informed the body that this is the first time that BAC conducted its Pre bid Conference through use of online platform due to restrictions caused by COVID19.
- Atty. Sapalo thank Mr. Noel Narida, IT Officer for the assistance given for the conduct of the activity.
- Bevelyn Reyes of Forms International Ent. Corp., interested Bidder joined online @ 2:28 p.m.

IV. Matters Taken-Up

1. Discussion of Bidding Documents was conducted by Atty. Jessica S. Sapalo, BAC 2 Chairperson. The following provisions of Philippine Bidding Documents, 5th Edition were given emphasis: Copy of the Instruction to Bidder (ITB) was flashed on screen on-line.

- Bidder's representatives were instructed to take down notes and advised that the one who prepares the documents should read and understand each and every provision in the Instruction to Bidders.
- **Clause 3, Corrupt, Fraudulent, Collusive and Coercive Practices**
The bidder's representative present online was instructed to read carefully all the provisions in the Instruction to Bidders.
- **Clause 4, Conflict of Interest**
Bidders found to have conflicting interests would be disqualified to participate in the procurement activity.
- **Clause 5, Eligible Bidders**
Provisions for bidders' eligibility were read and discussed intensively.
- **Clause 5.4, BDS**
Bidder's representative was instructed to review their previous contracts entered into or the bidder must have completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least 50% of the ABC for the project to be bid and one of which must be at least 25% of the ABC. The bidder was also required to submit a statement to that effect which shall serve as a substitute to the Statement of Single Largest Contract completed.

Likewise, She was told to use the prescribed form for SLCC or aggregate contracts. Failure to submit the statement shall be a ground for outright rejection of the bid.

Similar Contract – belonging to the same line of business

- **Clause 5.5**
The NFCC should at least be equal to the total ABC of the activity to be bid.

Current Assets must be based on the latest Audited Financial Statement.
If the bidder will submit line of credit it must be 10% of the ABC.

The bidder must submit original copy and must follow the correct formula and computation. Follow the prescribed form provided in the Bidding Documents.

Ms. Reyes, Bidders Representative asked clarification if previous ITR could be accepted since they were not able to file their latest ITR to BIR due to COVID19 restrictions. Atty. Sapalo informed her that she will confer/ask clarification first to DepEd GPPB office, Manila.

- **Clause 6, Bidders Responsibilities**

Bidder's Representative was instructed to read carefully and familiarize with the Bidding Instruction. They were also encouraged to review their bidding documents and to check the bid bulletin issued.

Bidders should not be in the list of blacklisted bidders.

- **Clause 8, Subcontracts**

BAC Chair Sapalo reminded that sub-contracting is not allowed.

- **Clause 10, Clarification and Amendment of Bidding Documents**

Request for clarification must be in writing and must be submitted to the address indicated in the BDS at least 10 calendar days before the deadline for submission and receipt of bids.

Request for clarification must be submitted to BAC on or before May 15, 2020.

- **Clause 12, Documents Comprising the Bid: Eligibility and Technical Components**

Bidders were instructed to properly fill-up the forms provided in the Bidding Documents.

C. Preparation of Bids

The following provisions were explained:

- **Clause 12 - Documents Comprising the Bid: Eligibility and Technical Components**

- a. **Eligibility Documents**

- Class "A" Documents

- (i) **PhilGEPS**

- PhilGEPS Certificate of Registration must be platinum
Bidder may also submit a certified true copy.

- In cases in which PhilGEPS platinum is expired, Bidder shall submit the said expired PhilGEPS together with the valid required documents mentioned in its Annex, however the valid Certificate of PhilGEPS shall be submitted during post qualification.

- (ii) **Statement of all its on-going government and private contract**

- Bidder's representatives were asked to follow the required form with required needed data.

- If there is no on-going contract, the bidder must indicate NO-ONGOING on the form provided.

- The Statements should be original.

-Photocopy of the supporting documents such as Certificate of Acceptance, NOA, NTP, PO or O.R. are acceptable.

(iii) NFCC

Bidders were instructed to follow the prescribed format and computation in accordance with ITB Clause 5.5 or committed line of credit from universal or commercial bank.

Class "B" Documents

(iv) Joint Venture Agreement (JVA)

For goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of JVA, duly notarized statements from all the potential joint venture partners should be included in the bid.

b. Technical Documents

(i) Bid Security

Bid security must be in accordance with ITB Clause 18.

• **Clause 13, Documents Comprising the Bid: Financial Component**

The bidder must review the computation of price/bid offer. Also, she was instructed to check the amount in words and figures. Excess in ABC means the bid will be rejected.

• **Clause 16 Bid Currencies**

Prices for goods must be quoted in Philippine Pesos.

Bids shall be valid for the period of one hundred twenty (120) calendar days from the date of opening of bids.

• **Clause 18 Bid Security**

Bid Security must be in the form of cash, manager's check issued by a Universal or Commercial Bank, the amount of which must be 2% of the ABC.

If the Bidder submitted surety bond callable upon demand it must be accompanied by a certification from the Insurance Commission. The amount must be five (5%) of the ABC.

The bid security should be valid for the period specified in the BDS.

Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity.

Grounds for forfeiture of bid security is specified in ITB Clause 18.5

• **Clause 19 Format and Signing of Bids**

Bidder Representative was instructed to submit their bids through their authorized representatives using the appropriate forms provided in Section VIII of Bidding Documents.

The Bidder shall submit a sample for each item or at least 10 continuous page per item.

• **Clause 20, Sealing and Marking of Bids**

Bidders were instructed to follow the proper way of marking described in ITB Clause 12. The 2 - Envelope system must be followed which contains Original and copy 1 both for technical and financial component.

Bids may not be rejected if improperly marked, however, if there are no markings, bids will be rejected.

D. Submission and Opening of Bids

- **Clause 21, Deadline for Submission of Bids**

Bids must be received by the procuring entity on or before May 25, 2020, 10 o'clock in the morning at the BAC Office, DepEd Regional Office VI, Duran Street, Iloilo City.

Opening of bids shall be done live online.

Interested bidder was requested to prepare and submit their bids early.

- **Clause 22, Late Bids**

Late bids will not be accepted. Bidder was instructed to synchronize their time with the BAC.

- **Clause 24, Opening and Preliminary Examination of Bids**

Opening and examination of bids shall be done immediately after the deadline for the submission and receipt of bids.

BAC members who are present during bid opening shall initial every page of the original copies of all bids received and opened.

E. Evaluation and Comparison of Bids

- **Clause 25 - Confidentiality of Process**

Members of the BAC, Secretariat and TWG were instructed to restrict themselves from communicating with bidders regarding the evaluation of their bids until the issuance of Notice of Award.

- **Clause 26 - Clarification of Bids**

All requests for clarification of bids must be done in writing.

- **Clause 28 - Detailed Evaluation and Comparison of Bids**

Detailed evaluation of all bids submitted will be rated using non-discretionary "Pass/fail" criteria.

- **Clause 29 - Post Qualification**

Post evaluation shall be made to the lowest calculated bidder (LCB)

Lowest calculated bidder must submit within a non-extendible period of 5 calendar days from receipt of notice from the BAC the latest Income and Business Tax Returns filed and paid through BIR Electronic Filing System and other appropriate licenses and permits required by law.

- **Clause 30 - Reservation Clause**

Procuring entity reserves the right to review, reject and accept qualifications of the bidder at any stage of the procurement process if there is a reasonable ground.

- **Clause 31 - Contract of Award**

Posting of performance security in accordance with ITB Clause 33
Signing of the contracts as provided in ITB Clause 32

End-User was requested to check and finalize the specifications of the identified items.

Dr. Leo Dedoroy, Vice-Chair presented and explained on line to the Bidders Representative present the Checklist of Eligibility and Legal Documents and also the proper marking and labeling and tagging of documents submitted.

The following were given emphasis:

- Photocopy of the Official receipt must be attached.
- Authority of Authorized Signatory
 - SPA – for Sole Proprietor
 - Secretary Certificate- for Corporation
 - PhilGEPS – must be platinum
 - If the PhilGEPS is expired Bidders are required to submit the requirements mentioned in the Annex thereof together with the expired PhilGEPS certificate.
 - LCB shall submit the valid PhilGEPS during post qua.
 - Statement of On-Going Contracts for both public and private
 - Certificate must be original and properly signed.
 - If no on-going indicate ‘No-Ongoing’
 - Statement of Single Largest Completed Contracts (SLCC)- Certificate must be original and properly signed
 - Similar contracts completed within last 5 years
 - Atleast 50% of the ABC
 - For aggregate contracts
 - Bidders must use appropriate form
 - NFCC
 - Bidder must follow correct computation
 - Bid Security
 - Must be properly filled up and notarized
 - Omnibus Sworn Statement (OSS)
 - Must be properly fill-up and notarized
 - Technical Specifications
 - Forms must be properly filled up.
 - With Statement of Compliance
 - After Sales and OSS must be attached.

Financial Documents

- Bid Form
 - She emphasized that each page of the bid form must be duly signed by the Authorized representative.
 - Must be original.
- Price Schedule
 - Appropriate columns must be properly filled up.
 - Must be original.

Dr. Dedoroy stressed that Bidders must use the blue colored ink pen for signature.

He reminded the Bidder to Always Be Careful in preparing the documents.

Proper labelling and sealing of documents was also presented.
Envelope must be labelled address to Bid and Awards Committee (BAC II).

Atty. Sapalo, BAC 2 Chair asked the Bidder's representatives for further clarification.

There was none.

V. Adjournment

Pre-bid Conference for the Supply and Delivery of Computer Paper Continuous Forms for the Regional Payroll Services Unit of the Department of Education Regional Office VI (Re bid) was adjourned 4:30 in the afternoon.

Prepared by:

(SGD.) LILIBETH G. SANCHEZ
Head, BAC 2 Secretariat

Noted:

(SGD.) ATTY. JESSICA S. SAPALO
Chief Administrative Officer
Administrative Division
BAC 2- Chairperson