Republic of the Philippines

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office No. V Magnolia St., PBN Buraguis, Legazpi City

MINUTES OF MEETING

Pre-Bid Conference

Various DSWD FO V Procurement Projects

June 17, 2019, 1:46 P.M.

Attendance:

Maria Corazon A. Pitero

- BAC Chairperson

Michael Gerome B. Bellena Gerlie L. Avila BAC Vice-Chairperson BAC Member

Juvy E. Pasano Judex Donnel G. Llamoso BAC Member

Joy Bellen

TWG Chairman
End user, Listahanan
End user, DRMD

Martites Quismorio Nene Lanuza End user, DRMD End user, Centers

Nene Lanuza Eva D. Bañares Head, Procurement and BAC Secretariat

Jingle Celosa
Nerichelle R. Bobis
Gerante Flor
Grace Manzano
John T. Co
Shirley L. Dionisio

Member, BAC Secretariat
 Member, BAC Secretariat
 AMS Printing Press, Inc.
 AMS Printing Press, Inc.
 Topbest Printing Corp.
 Topbest Printing Corp.

Shirley L. Dionisio - Topbest Printing Compared SL Ruiz Furniture
Francis Lozada - Anglowealth Ent.

The Pre-Bid Conference for the above-mentioned project was called to order by **SWO V Maria Corazon A. Pitero, BAC Chairperson** at **1:46 PM**. The BAC Chairperson introduced the members of the Bids and Awards Committee, the Secretariat, TWG Chairman and the end-users; likewise, the bidders were recognized. No COA representative participated despite the invitation sent.

Discussion on the checklist of eligibility requirements was done, as follows:

ISSUES AND CONCERNS	CLARIFICATIONS	CLARIFICATIONS/RECOMMENDATIONS/AGREEMENTS					
Eligibility and Technical Requirements:							
 PhilGEPS Certificate of Registration and Membership 	under "PLATINUM" category	d PhilGEPS certificate of regis in accordance with Section 8.	5.2 of the IRR;				
*Statement of all 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 *Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, within two (2) years from the submission of bids	>name of the contract; >date of the contract; >contract duration; >owner's name and address >kinds of goods; >For Statement of Ongoing outstanding contracts; >For Statement of SLCC — end user's acceptance or o contract, if completed, whice The Bidder must have comple	amount of completed contracts amount of completed contracts afficial receipt(s) or sales invoice sh shall be attached to the state eted, within two (2) years from to this Project, equivalent to at	ct and value of s; date of delivery; and e issued for the ements. the submission of bids,				
	Procurement Project	Approved Budget for the Contract (ABC)	Required amount of SLCC				
	IB GOP/19-DSWD-22 Labor and materials for the production of DSWD Jackets/Vests to be used during disaster operations	P 870,000.00	P 435,000.00				

		IB GOP/19-DSWD-23 Labor and materials for the P 9,608,312.00 P 4,804,156.00 production of Listahanan stickers to be used for the Listahanan 3 National Household Assessment				
		IB GOP/19-DSWD-25 Supply and Delivery of Goods (Home Appliances, etc.) for the DSWD Centers and Institution - Lot IV - Home Appliances: P 502,200.00 Lot IV: P 251,100.00 Lot V: P 47,450.00 F 94,900.00				
		IB GOP/19-DSWD-26 Supply and Delivery of Goods (Furniture, Fixtures, etc.) for the DSWD Centers and Institution – Lot I, IV & V Lot I- Furniture & Fixtures: P 227,550.00 Lot IV - Monoblock tables & chairs: P140,340.00 Lot V - Linen/Bedding Materials: P 535,370.00				
•	NFCC computation or Committed Line of Credit (CLC)	 Bidders must submit a computation of its Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5.5 or a Committed Line of Credit from a universal or commercial bank 				
•	Bid Security (any of the following forms):	 a. BID SECURING DECLARATION (notarized) or; b. Cash or Cashiers/Managers check issued by a Universal or Commercial bank (not less than 2% of the ABC) or; c. Bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial bank (not less than 2% of the ABC) or; d. Surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments (not less than 5% of the ABC) 				
9	Conformity with technical specifications	"COMPLY" must be indicated in the Statement of Compliance stipulated in Section VII of the Bidding Documents				
	Omnibus Sworn Statement	It must be NOTARIZED and should be in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding forms				
•	On Financial Documents	The financial bid form must include bid prices and the applicable Price Schedules				
•	Packaging and sealing of bids and number of copies of bidding documents to be submitted	 Two envelope system shall be adopted (labeled as financial and technical) and must be signed by the bidders (An illustration is provided hereto) Three copies; One original, copy 1 and copy 2 It must be enclosed in a mother envelope 				

Other Matters:

- Updated Mayor's Permit, Tax Clearance, Audited Financial Statement must be attached if the details in the PhilGEPs certificate is expired
- Copies of Official Receipt or Sales Invoice or End user's acceptance (full/complete delivery) must be attached to support the SLCC
- All documents must be signed, otherwise, bid will be disqualified
- Proper packaging and sealing of bids must be followed, otherwise bid will be disqualified. Bidders are encouraged to use document tabbing for easy reference
- Bidders must provide actual sample of the items during post-qualification
- Bid opening is on July 1, 2019. Late bids will no longer be accepted

PROJECT	CLARIFICATIONS/RECOMMENDATIONS/AGREEMENTS
IB GOP/19-DSWD-23 Labor and materials for the production of	SLCC submitted must be similar contract to the contract to be bid i.e., stickers otherwise bid will be disqualified
Listahanan stickers to be used for the Listahanan 3 National Household Assessment	> Actual sample of sticker must be presented during post-qualification

>	End user must be present during post qualification and all stages of procurement until the final sample is approved
>	The winning bidder must submit final sample within three calendar days after the Notice of Award has been issued and the end user must approve within the day or the following day

PROJECT	CLARIFICATIONS/RECOMMENDATIONS/AGREEMENTS
IB GOP/19-DSWD-26 Supply and Delivery of Goods (Furniture,	➤ Lot I: Furniture and Fixtures (steel bed, etc) are ready made items
Fixtures, etc.) for the DSWD Centers and Institution – Lot I, IV & V	End user will provide sample/swatches of cloth. Interested bidders may visit DSWD FO V Procurement Office for the actual samples

There having no other remaining topics for discussion, the pre-bid conference adjourned at 2:40 PM.

Recorded by:

Head, Procurement & BAC Secretariat

Noted by:

MARIA CORAZON A PITERO BAC Chairperson