



Department of Social Welfare and Development

Republic of the Philippines
Department of Social Welfare & Development – Field Office No. VII
M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

Supply and Delivery of Cell Cards for KC-NCDDP Program
ITB No. DSWD7-PB-2019-39
Approved Budget for the Contract (ABC): Php 1,612,800.00

MINUTES OF PRE-BID CONFERENCE

July 9, 2019, 9:00 AM
Kalahi-CIDSS Conference Room, 3rd Floor DSWD Building, Cebu City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- 1. Aileen G. Cuevas - BAC Chairperson
- 2. Rizalina L. Patindol - BAC Member
- 3. Jenifer S. Abastillas - BAC Member
- 4. Emmanuel M. Edles - TWG Chairperson
- 5. Mary Ann C. Pastedio - TWG Member - Finance
- 6. Cecille D. Du - End-User Representative
- 7. Katya Faye M. Dales - BAC Secretariat Member
- 8. Ethel L. Nillama - KC-NCDDP Procurement Staff

No Participating bidders attended.

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 9:05 AM by the presiding officer, Ms. Aileen G. Cuevas, BAC Chairperson. Even if there were no participating bidders attended, the activity was still formally started with an opening prayer and followed by an acknowledgment of the BAC Members, TWG Members, End-user Representative and BAC Secretariat members present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA, Ms. Melanie C. Ng observers from Cebu Chamber of Commerce and Industry, Mr. Aldwin Empaces of Central Visayas Network of NGOs (CENVISNET) and Mr. Bart Van Oost of Club In Unity for Restoration Through Empowerment Foundation, Inc. (CURE). They have acknowledged the invitation, however, no representatives were present during the activity. And pursuant to RA 9184, the procuring entity will continue with the activity even without the invited observers and COA.

The following topics were highlighted and recommendations/agreements hereof were agreed by both parties:

Particular	Recommendation/Agreement
Section I. Invitation to Bid	The title of the project, the Approved Budget for the Contract (ABC) which is equivalent One Million Six Hundred Twelve Thousand Eight Hundred Pesos (₱1,612,800.00) were highlighted by the presiding officer.

Item No. 2

2. The DSWD-FO VII now invites bids from PhilGEPS registered suppliers of **cell cards**.

- Bidders should have completed within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project equivalent to *at least 25% of the ABC or amounting to at least ₱ 403,200.00*;
- Should be supported with two documents:
 1. *1st document* is either of **Contract, Purchase Order, Notice of Award or Notice to Proceed**; and
 2. *2nd document* is either of **Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice**.

The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).

- A **non-discretionary “pass/fail” criterion** is used where the BAC merely checks for the presence or absence of the requirement. A prospective bidder is declared to be “eligible” for a particular requirement if such document is present, complete and sufficient. Otherwise, a prospective bidder will be declared ineligible to bid.
- After prebid conference, all queries from bidder/s should be done in writing, addressed to BAC through the BAC Secretariat.
- Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals.
- Bids should be submitted to the BAC Secretariat Office on or before **July 22, 2019, at 8:45 AM**. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.

Section III. Bid Data Sheet

- NFCC should be at least equal to the ABC which is **₱1,612,800.00**;
- If **Credit Line Certificate (CLC)** will be used, it should be equivalent to at least **₱161,280.00** (10% of the ABC).
- **Bid Security** is any of the following form:
 - Notarized **Bid Securing Declaration** using the prescribed form;
 - Cash, cashier’s/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least **₱32,256.00** (2% of ABC); or
 - Surety bond amounting to at least **₱80,640.00** (5% of ABC).

Two (2) copies of each requirements are needed -- one will be considered as original and the other one as copy 1. **Copy 1** should be a replica of the original


	as to appearance and contents. Each requirement should have a label / tab and orderly arranged inside the envelope / folder.
Section VI. Schedule of Requirements	<p>Name of company / bidder, printed name and signature of bidder or the authorized signatory and date should be indicated at the spaces provided in the form.</p> <p>It has been emphasized by the presiding officer that if the signatory of the document is not the owner of the agency, then there should be an attached Secretary's Certificate or Special Power of Attorney.</p>
Section VII. Technical Specifications	<p>The presiding officer emphasized that the specifications were enhanced and shall be reflected in the Supplemental/Bid Bulletin. The bidders shall also ensure to get a copy from the BAC Secretariat Office since amendments agreed are essential for the bids to be submitted on the Bid Opening.</p> <ul style="list-style-type: none"> • For column, "Statement of Compliance", bidder/s should mark each parameter with the word "comply"; otherwise, it would mean they are not amendable to the given provision / specification. • Name of company / bidder, printed name and signature of bidder or the authorized signatory and date it is signed should be indicated at the spaces provided in the form.
Others	The list of requirements comprising the bids were enumerated and had been discussed. Eligibility requirements should be valid at the time of opening the bids.

A Supplemental/Bid Bulletin will be issued for the amendments.


III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 09:45 AM.

Prepared by:


ETHEL L. NILLAMA
 Recorder

Approved by:


AILEEN G. CUEVAS
 Chairperson/Presider