



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 Office Supplies for KC-NCDDP Program

ITB No. DSWD7-PB-2019-37

Approved Budget for the Contract (ABC): Php 1,580,040.99

MINUTES OF PRE-BID CONFERENCE

June 19, 2019, 9:30 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. Grace I. Yana | - | BAC Member |
| 3. Daisy C. Lor | - | BAC Member |
| 4. Mary Ann C. Pastedio | - | TWG Member - Finance |
| 5. Rosario P. Bacong | - | Procurement Head |
| 6. Antonio R. Dolaota | - | BAC Secretariat Head |
| 7. Katya Faye M. Dales | - | BAC Secretariat Member |
| 8. Ethel L. Nillama | - | End-User |

No Participating bidders attended.

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 9:00 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, Procurement Head, BAC Secretariat Head 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. Ong observers from Cebu Chamber of Commerce and Industry, Mr. Aldwin Empaces of Central Visayas Network of NGOs (CENVISNET), Mr. Bart Van Oost of Club In Unity for Restoration Through Empowerment Foundation, Inc. (CURE) and Ms. Emily Grace Rosal of Kalihukan sa Kaluoy, Inc. 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
<p>Section I. Invitation to Bid</p>	<p>The title of the project, the Approved Budget for the Contract (ABC) which is equivalent <i>One Million Five Hundred Eighty Thousand Forty Pesos and 99/100 (₱1,580,040.99)</i> were highlighted by the presiding officer as well as the required completed similar contracts, viz:</p> <ul style="list-style-type: none"> • 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 <i>at least 25% of the ABC or amounting to at least ₱395,010.25;</i> • Should be supported with two documents: <ol style="list-style-type: none"> 1. <i>1st document</i> is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and 2. <i>2nd document</i> is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice. <p>The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).</p> <ul style="list-style-type: none"> • 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 1, 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 **₱1,580,040.99**;
- If **Credit Line Certificate (CLC)** will be used, it should be equivalent to at least **₱158,004.09** (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 **₱31,600.82** (2% of ABC); or
 - Surety bond amounting to at least **₱79,002.05** (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

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.

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.

Section VII. Technical Specifications

The presiding officer emphasized that the specifications were enhanced and shall be reflected in the Supplemental/Bid Bulletin. The BAC Secretariat shall have the documents on Friday, June 21, 2019. However, 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.

Below are the Enhanced Specifications:

FROM		TO	
Paper, Bondpaper legal, 8.5"x13", 70 gsm		BONDPAPER, LEGAL SIZE, 70GSM, 216MM X 330MM	
Paper, Bondpaper A4, 210mmx297mm, 70gsm		BONDPAPER, A4 SIZE, 70GSM, 216X297MM	

	Ballpen, Sign pen blue,.5mm tip, 12pcs/box			SIGNPEN, TIP 0.50MM, BLUE
	Ballpen, Sign pen black,.5mm tip, 12pcs/box			SIGNPEN, TIP 0.50MM, BLACK,
	Ballpen, Sign pen green,.5mm tip, 12pcs/box			SIGNPEN, TIP 0.50MM, GREEN
	Ballpen, Ballpoint pen blue,.5mm tip			BALLPEN, BALLPOINT, 0.5MM - 0.7 MM TIP, REFILLABLE, BLUE, GOOD QUALITY, KNOWN BRAND
	Ballpen, Ballpoint pen green,.5mm tip			BALLPEN, BALLPOINT, 0.5MM - 0.7 MM TIP, REFILLABLE, RED, GOOD QUALITY, KNOWN BRAND
	Ballpen, 1.0mm Pinpoint, black *** (replaced)			FILE ORGANIZER, EXPANDING, LEGAL, PLASTIC, ASSORTED COLORS, 12 POCKETS
	Ballpen, 1.0mm Pinpoint, blue *** (replaced)			CUTTER KNIFE - HEAVY DUTY, BIG, SCREW-TYPE
	Fastener, plastic, 7cm, 50set/box			FASTENER, PLASTIC, 2 INCH CAPACITY, 2.75 INCH BASE
	Tissue Paper, 2-ply sheet, 150 pulls, 12 rolls/pack			TISSUE PAPER, 2-PLY SHEET 300 PULLS, 12 ROLLS/PACK
	Push pin size: 11mm			PUSH PIN, FLAT HEAD TYPE, ASSORTED COLORS, 100 PIECES PER CASE
	Portable file box, big, 3pcs/box *** replaced			DOCUMENT BOX WITH SEPARATE COVER, BIG SIZE, DARK BLUE COLOR
	Marker, Permanent, bullet tip, refillable, blue, 12 pcs/box			MARKER, PERMANENT, FINE, REFILLABLE, BLUE, GOOD QUALITY, KNOWN BRAND
	Marker, Permanent, broad tip, black, 12 pcs/box			MARKER, PERMANENT, BROAD TYPE, REFILLABLE, BLACK,

				GOOD QUALITY, KNOWN BRAND	
	Marker, highlighter, 12 pcs/box, assorted color			MARKER, HIGHLIGHTER, FLUORESCENT, GOOD QUALITY, KNOWN BRAND	
	Marker Whiteboard, broad tip, red, 12 pcs/box			MARKER, WHITEBOARD, BROAD TYPE, RED, GOOD QUALITY, KNOWN BRAND	
	Marker Whiteboard, broad tip, blue, 12 pcs/box			MARKER, WHITEBOARD, BROAD TYPE, BLUE, GOOD QUALITY, KNOWN BRAND	
	Marker Whiteboard, broad tip, black, 12 pcs/box			MARKER, WHITEBOARD, BROAD TYPE, BLACK, GOOD QUALITY, KNOWN BRAND	
	Marker Whiteboard, bullet tip, black			MARKER, WHITEBOARD, BULLET TYPE, BLACK, GOOD QUALITY, KNOWN BRAND	
	Correction Tape 8 meter, 24 pcs/box			CORRECTION TAPE, DISPOSABLE, USABLE LENGTH OF 8 METERS, 5MM WIDTH	
	Calculator, compact, electronic, 12 digits cap			CALCULATOR, COMPACT, ELECTRONIC, 12 DIGITS CAP, 1 UNIT IN INDIVIDUAL BOX	
	Masking tape, size: 24mm, 50meters length, 180roll/box, 12rolls/pack	292		TAPE, MASKING, 24MM, 50 METERS(OMIT) 25 YARDS LENGTH	584
piece	Pencil No. 2, 12 pcs/box		box	PENCIL, LEAD NO. 2, WITH ERASER, ONE(1) DOZEN PER BOX	

- 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.

	<ul style="list-style-type: none"> 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 10:05 AM.


Prepared by:


ETHEL L. NILLAMA
 Recorder

Noted by:


ANTONIO R. DOLOATA
 BAC Secretariat Head

Approved by:


AILEEN G. CUEVAS
 Chairperson/President