

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 Various Office Supplies
ITB No. DSWD7-PB-2019-38
Approved Budget for the Contract (ABC): Php 1,631,482.21

MINUTES OF PRE-BID CONFERENCE
June 19, 2019, 10:30 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 | - | KC-NCDDP Procurement Staff |

Participating Bidders

- | | | |
|------------------|---|---------------------------------|
| 1. Cyrel Mahilum | - | Cebu Business Materials Trading |
| 2. Jean Mae Anor | - | iClick Solutions |
| 3. Ka King Sy | - | Trimax Computer Supplies |

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 10:30 AM by the presiding officer, Ms. Aileen G. Cuevas, BAC Chairperson. The activity was formally started with an opening prayer and followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Members, End-user Representative, Procurement 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 One Million Six Hundred Thirty-One Thousand Pesos and 21/100 (P1,631,482.21) 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 at least 25% of the ABC or amounting to at least P 407,870.55; • Should be supported with two documents: <ol style="list-style-type: none"> 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. <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 10:15 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 **₱1,631,482.21**;
- If **Credit Line Certificate (CLC)** will be used, it should be equivalent to at least **₱163,148.22** (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 **₱32,629.64** (2% of ABC); or
 - Surety bond amounting to at least **₱81,574.11** (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.

It has been emphasized that if the bidders have other concerns, it should be through writing addressed to the BAC Chairperson through the BAC Secretariat.

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 and its quantity :

FROM	TO
ALCOHOL, 70% ETHYL, 500 ML	ALCOHOL, 70% ETHYL, 500 ML
CARTON BOX, 15.5" X 12" X 10.5", 5MM THICKNESS	CARTON BOX, 15.5" X 12" X 10.5", 5MM THICKNESS, CORRUGATED BOARD, SEPARATE COVER
CORRECTION TAPE, 6 METERS	CORRECTION TAPE, 6 METERS

CUTTER KNIFE, 9MM, MULTIPUROSE SAFETY	CUTTER KNIFE, 9MM, MULTIPUROSE SAFETY RETRACTABLE
DOCUMENT HOLDER, PLASTIC WITH PARTITION, ASST. COLOR,LEGAL	DOCUMENT HOLDER, PLASTIC WITH 12 PARTITION, ASST. COLOR,LEGAL
ENVELOPE, EXPANDING, PLASTIC, WITH ELASTIC STRAP, 380MM X 260MM	ENVELOPE, EXPANDING, PLASTIC, WITH ELASTIC STRAP, 380MM X 260MM
FASTENER, METAL, 50 SETS/BOX, NON- CORROSIVE	FASTENER, METAL, 50 SETS/BOX, NON- CORROSIVE, NON-CUT
FOLDER, TAGBOARD, LEGAL, 100 PCS/PACK	FOLDER, TAGBOARD, LEGAL, 100 PCS/PACK
HANDBOOK, RA 9184, 7TH EDITION	HANDBOOK, RA 9184, 7TH EDITION, NOT REPRODUCED
METACARDS, ASST.COLORS, 100 PCS/PACK	METACARDS, 4" x 8" , ASST.COLORS, 100 PCS/PACK
NOTEPAD, STICK-ON, 2X3, 100 SHTS/PAD	NOTEPAD, STICK-ON, 2X3, 100 SHTS/PAD, NON-NEON
NOTEPAD, STICK-ON, 3X3, 100 SHTS/PAD	NOTEPAD, STICK-ON, 3X3, 100 SHTS/PAD, NON-NEON
NOTEPAD, STICK-ON, 3X4, 100 SHTS/PAD	NOTEPAD, STICK-ON, 3X4, 100 SHTS/PAD, NON-NEON
STAPLER BINDER, HEAVY DUTY FOR HIGH VOLUME STAPLING 25- 135 SHTS OF 70 GSM BONDPAPER STAPLING CAPCITY, MIN 100 STAPLES, WITH ADJUSTABLE PAPER GUIDE	STAPLER BINDER, HEAVY DUTY FOR HIGH VOLUME STAPLING 25-135 SHTS OF 70 GSM BONDPAPER STAPLING CAPACITY, MIN 100 STAPLES, WITH ADJUSTABLE PAPER GUIDE
TAPE, MASKING , 24mm x 50 mtrs	TAPE, MASKING , 24mm x 25 yards
TAPE, MASKING , 48mm x 50 mtrs	TAPE, MASKING , 48mm x 25 yards
TAPE, PACKAGING, 48 mm x 50 mtrs	TAPE, PACKAGING, 48 mm x 50 mtrs
TOILET TISSUE, 12 ROLL/PACK	TOILET TISSUE, 2-PLY, 300 PULLS, 12 ROLL/PACK
WHITEBOARD, 3 X 4, WOODEN	CORKBOARD, 3 X 4, WOOD OR ALUMINUM FRAME


	<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 11:45 AM.


Prepared by:


ETHEL L. NILLAMA
Recorder

Noted by:


ANTONIO R. DOLOATA
BAC Secretariat Head

Approved by:


AILEEN G. CUEVAS
Chairperson/Presider