

**BIDS AND AWARDS COMMITTEE-TESDA Central Office**

**PRE-BID CONFERENCE  
PROVISION OF PHOTOCOPYING SERVICES FOR  
TESDA CENTRAL OFFICE (May 1, 2019 – December 31, 2019) -  
REBIDDING**

03 April 2019, Wednesday, 9:00 A.M.  
AS Conference Room, 2<sup>nd</sup> Flr, TESDA Admin Bldg.  
East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

**ATTENDANCE: Attendance Sheet attached (Annex A)**

**Present:**

***Bids and Awards Committee:***

DDG Rebecca J. Calzado	Chairperson (ODDG for PL)
Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Dir. Pilar G. De Leon	Provisional Member – End-User (AS)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (AS)

***Technical Working Group:***

Mr. Rommel A. De Loria	Chairperson
Ms. Mercy M. Menenguito	Member
Ms. Maria Michelle P. Genito	Member

***BAC Secretariat:***

Ms. Maria Gracia P. Dela Rama	Head
Ms. Arcadia Creselda P. Balinas	Member
Mr. Joseph Allen L. Simon	Member
Ms. Jela Mae A. Arcano	Member
Mr. Alric G. Subido	Member

***Observer/s:***

Ms. Jessiebeth A. De Vera	Commission on Audit (COA)
---------------------------	---------------------------

***Others:***

Ms. Melisande C. Centeno	Procurement Division Staff
Ms. Rosa M. Ponce	Procurement Division Staff

**Absent:**

***Bids and Awards Committee:***

RD Conrado G. Bares	Vice Chairperson (NCR)
Dir. Ma. Magdalena P. Butad	Member (FMS)

***BAC Secretariat:***

Atty. Jan Michael P. Jaro	Member
---------------------------	--------

# MINUTES OF THE MEETING

## A. CALL TO ORDER

The Pre-bid Conference started at 9:15 AM with DDG Calzado, BAC Chairperson, presiding.

Upon a query from DDG Calzado, Ms. Dela Rama, Head, BAC Secretariat, confirmed the presence of a quorum with five (5) out of seven (7) members of the BAC in attendance.

DDG Calzado introduced the members of the newly reconstituted BAC present, including herself as Chairperson; Atty. Marichelle D. De Guzman who replaced DDG Gladys Rosales per TESDA Order dated March 25, 2019; Mr. Rene Geron - regular member, Dir. Pilar de Leon and Ms. Armela Gutierrez - provisional members. Also present were Mr. Rommel A. De Loria, Ms. Mercy M. Menenguito and Ms. Maria Michelle P. Genito – TWG members; Ms. Jessiebeth De Vera of COA - observer; and Ms. Grace Dela Rama – Head of BAC Secretariat.

DDG Calzado opened the Pre-Bid Conference on the Provision of Photocopying Services for TESDA Central Office. She reiterated that this particular procurement was a rebidding, given that it was initially declared as a failure of bid by the former BAC and consequently approved by the new HoPE.

DDG Calzado cited for the record that there were no bidders present when the meeting started.

## B. DISCUSSION

<b>ISSUES/ CONCERNS</b>	<b>DISCUSSION/ AGREEMENTS</b>
<b>1. Letter to Observers</b>	DDG Calzado asked for proof of receipt of the invitation letters sent out to the Observers.  Ms. Balinas presented to the meeting proof of receipt by five (5) Observers namely:  <ol style="list-style-type: none"><li>1. Philippine Jesuit Prison Service (March 26, 2019)</li><li>2. Philippine Institute for Supply Management (March 25, 2019)</li><li>3. Philippine Chamber of Commerce and Industry (March 27, 2019)</li><li>4. Real Life Foundation Inc. (March 27, 2019)</li><li>5. Commission on Audit (March 26, 2019)</li></ol>
<b>2. Publication of the Invitation to Bid</b>	DDG Calzado acknowledged that the Invitation to Bid (ITB) was posted at the PhilGEPS website and TESDA website on March 25, 2019.  Furthermore, the BAC Secretariat informed the meeting that the ITB was also posted on the Bulletin Board near the TESDA Entrance at Gate 1, which is the place reserved for the posting of notices and information on procurement activities.



	DDG Calzado requested the BAC Secretariat to take a photo of the ITB that was posted on the Bulletin Board to serve as proof of the said posting.
<b>3. Presentation of Requirements of the Bid Documents including the Technical Specifications</b>	<p>DDG Calzado sought the guidance of the members of the BAC and BAC Secretariat if there was still a need to present the bid documents, including the general requirements and technical specifications, considering that no actual bidders were in attendance at the Pre-bid Conference.</p> <p>Ms. Dela Rama opined that it was no longer necessary since the presentation was intended to be for the information of the bidders.</p> <p>DDG Calzado agreed to dispense with the presentation by the BAC Secretariat. She, however, advised the BAC Secretariat to provide a copy of the bid documents to any of the observers upon request.</p> <p>All the BAC members agreed.</p>
<b>4. Deadlines</b>	Ms. Dela Rama explained that this item on deadlines was intended mainly for the information of the bidders.
<b>a. Submission of Request for Clarification</b>	<p>DDG Calzado confirmed that any request for clarification on the part of the bidders after this pre-bid conference should be done in writing and submitted to the BAC at least <b>ten (10) calendar days before bid opening</b>.</p> <p>Ms Dela Rama reported that based on the calendar at hand, the <b>Bid Opening</b> for this particular procurement is scheduled on <b>April 15, 2019 at 2:00 pm</b>. This means that the <b>deadline</b> for any written request for clarification would be on <b>April 05, 2019</b>.</p> <p>DDG Calzado added that despite the absence of bidders at this pre-bid conference, anyone interested to bid can still submit a request for clarification.</p>
<b>b. Issuance of Bid Bulletin</b>	Ms. Dela Rama reported that the issuance of bid bulletins, if any, should be at least <b>seven (7) calendar days before bid opening</b> which will fall on <b>April 08, 2019</b> .
<b>5. Question and Answer</b>	<p>DDG Calzado asked the committee members for any questions or clarifications they wished to raise at the moment.</p> <p>The committee members replied "None".</p> <p>DDG Calzado asked the BAC Secretariat if there are still any pending matters for this pre-bid conference to take up, or any reminders that they would want to inform the meeting about.</p> <p>Ms. Dela Rama informed the Committee that there were three (3) interested bidders that checked our Bid Documents for the Provision of Photocopying Services – Rebidding based on the Detailed Tracking Report of PhilGEPS, i.e.:</p> <ol style="list-style-type: none"> <li>1. The Quartz Business Products Corporation;</li> <li>2. Otus Copy Systems, Inc.; and</li> <li>3. U-BIX Subic Bay Corporation</li> </ol>

Ms. Dela Rama inquired if ever a certain bidder like Ubix Corporation is blacklisted to participate in the bidding of government procurement projects, can a branch of the same company be allowed to join the bidding?

DDG Calzado wanted to first clarify if at this point the BAC will really need to make a determination on the matter considering the implication of such. She explained that if it is only a request by Ubix to download the bid documents, then this can be allowed given that it is a public document. The Committee can then deal with their status at the appropriate time. It would be more suitable to ask the Secretariat to present to the Committee the exact document showing that the company identified is blacklisted.

DDG Calzado pointed out that the BAC is not yet in the position to make a determination without appreciation of the reported blacklisted entities.

Dir. De Leon agreed with the Chair.

Ms. Dela Rama informed the Committee that a representative from Ubix Corporation called and asked if they can attend the pre-bid conference on behalf of Ubix Subic Bay Corporation.

DDG Calzado suggested to await the documents as it is very hard to give an answer at this time. She recommended meantime to inhibit the issue.

Atty. De Guzman agreed with the Chair that it is still pre-mature to discuss the qualifications of each bidder because nobody has yet manifested their intention to make a bid. She, however, advised the Secretariat to already do some advance research on whether it is UBIX Corporation and/or UBIX Subic Bay Corporation that is blacklisted. The Committee can then check if UBIX Subic Bay Corporation is the same UBIX Corporation disqualified/banned by checking if this bidder has the same SEC registration, and may thus be the same entity.

DDG Calzado instructed the Secretariat to already prepare and compile the source documents relative to the reported blacklisted entities. She also reminded the meeting that business entities may have almost the same or very similar names so it is essential to do the details check whether it is in fact the same company or not.

Ms. Dela Rama said that the actual blacklisted entities can be found in the GPBB website.

DDG Calzado chose to refrain from making any further comments at this point as there was no concrete basis at this time to make any decision.


Dir. De Leon agreed with the Chairperson.

Upon a query from DDG Calzado, Ms. Dela Rama informed the meeting that the BAC will still have to convene on the scheduled date for Bid Opening on April 15, 2019 even if no one submits a bid. The BAC Chairperson and members were in agreement with this.

## C. ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 9:34 a.m.

Prepared by:

  
ROSA M. PONCE  
Minutes Officer

Reviewed by:

  
MARIA GRACIA P. DELA RAMA  
Head, BAC Secretariat

Approved by:

  
DDG REBECCA J. CALZADO  
BAC Chairperson