

BIDS AND AWARDS COMMITTEE-TESDA Central Office

**PRE-BID CONFERENCE
FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR PARTITIONS
AND MOBILE PEDESTAL FOR 5TH AND 6TH FLOORS OF THE TESDA CENTRAL
OFFICE ADMINISTRATION BUILDING**

29 September 2020, Tuesday, 1:00 p.m.
Video Conferencing via Zoom Application

Present:

Bids and Awards Committee:

Dir. David B. Bungallon	Vice-Chairperson (NITESD)
Dir. Ma. Magdalena P. Butad	Member (IAS)
Atty. Marichelle D. De Guzman	Member (ODG-TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Ms. Armela B. Gutierrez	Provisional Member - Technical Expert (GSD-AS)

Technical Working Group (TWG):

Ms. Bulqis A. Banto	Chairperson (GSD-AS)
Mr. Christian C. Apulog	Member (GSD-AS)
Ms. Rachel Grace M. Dela Cruz	Member (AD-FMS)

BAC Secretariat:

Ms. Arcadia Creselda P. Balinas	Member (PD-AS)
Mr. Joseph Allen L. Simon	Member (PD-AS)
Ms. Jela Mae A. Arcano	Member (PD-AS)

Observers:

None

Prospective Bidders:

Ms. Tanya Lou Macabuhay	ACMI Office Systems Philippines, Inc.
Ms. Rosemarie Dela Cruz	ACMI Office Systems Philippines, Inc.
Mr. Alberto S. Galang	Albert Commercial
Mr. Alfredo S. Galang	Albert Commercial
Mr. Erexel Sanchez	Asahi Design Centre Inc.
Mr. John Marvin Fadri	Asahi Design Centre Inc.
Ms. Charlene Mae Constantino	CUBIXOFFICE Inc.
Mr. Eddie Vic. A. Laroza	Distinctive Blinds and Office Systems, Inc.
Ms. Gaye Tatlonghari	FILCRAFTERS Inc.
Ms. Agnes R. Tacasa	LBPI Design International, Inc.
Ms. Cecilia T. Policarpio	Lee Designs Industrial, Inc.
Ms. Merceditha E. Cañaverall	Peniton Trading
Mr. Alejandro E. Dela Torre Jr.	Progress Home and Office Furnishing
Ms. Yogie M. Dela Cruz	Real Form Furniture Shop
Ms. Lowella Alix	Vistaire Builders and Airconditioning Sales and Services Inc.

Others:

Rosa M. Ponce	Minutes Officer (PD-AS)
Melisande C. Centeno	Administrative Officer (PD-AS)
Vince Lorenz B. Cuya	Administrative Assistant (PD-AS)

Absent:

Bids and Awards Committee:

DDG Lina C. Sarmiento
Dir. Adzhar A. Albani

Chairperson (ODDG for TESDO)
Provisional Member – End-user (AS)

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama
Atty. Jan-Michael P. Jaro
Mr. Alric G. Subido

Head, BAC Secretariat (PD-AS)
Member (ODG)
Member (GSD-AS)

MINUTES OF THE MEETING

A. CALL TO ORDER

There being a quorum with five (5) out of seven (7) members of the BAC in attendance, Dir. David B. Bungallon, BAC Vice-Chairperson, called the meeting to order at 1:41 pm.

Dir. Bungallon welcomed everyone including the twelve (12) prospective bidders' authorized representatives of this *Pre-bid Conference for the Supply, Delivery, and Installation of Modular Partitions and Mobile Pedestal for 5th and 6th floors of the TESDA Central Office Administration Building.*

Ms. Arcadia Creselda P. Balinas, BAC Secretariat member, announced the twelve (12) prospective bidders in attendance who signified their intention to participate in this pre-bid conference. Likewise, she informed that the FILCRAFTERS, Inc. has purchased already the Bidding Documents on 24 September 2020.

Each of the prospective *Bidders' Authorized Representative* proof of Identity was accordingly validated. Thereby, all of them were provided with the Zoom Meeting ID and a password. They were requested to state their names and company that they are affiliated with which was acknowledged by the BAC Chairperson.

B. DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
a. Letter to Observers	Proof that invitation letters were emailed to the Observers. 1. Commission on Audit (22 Sep 2020) 2. Philippine Chamber of Commerce and Industry (22 Sep 2020) 3. Philippine Institute for Supply Management (22 Sep 2020) 4. Philippine Jesuit Prison Service (22 Sep 2020) 5. Reallife Foundation Inc. (22 Sep 2020) However, the BAC Secretariat said that none from the aforementioned observers have responded. The BAC noted the absence of the Observers in the Pre-bid Conference.
b. Publication of the Invitation to Bid	Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the PhilGEPS website and TESDA official website on 22 September 2020.

	<p>The ITB was also posted by the BAC Secretariat on the bulletin board near the TESDA Gate 1, which is the place reserved for the posting of notices and information on procurement activities.</p> <p>Furthermore, in line with the precautionary health measures being adopted by the agency. Potential bidders were duly informed that this Pre-bid conference will be held on Virtual Mode via video-conference through Zoom application.</p>
<p>c. Presentation of Requirements of the Bidding Documents</p>	<p>Dir. Bungallon requested the BAC Secretariat to present the General Requirements for Government Procurement.</p> <p>Ms. Balinas proceeded the presentation of the General Requirements for Government Procurement.</p> <p>She explained that the purpose of the meeting was to give an opportunity to the prospective bidders to seek clarifications should they have concerns regarding the whole bidding process including the bidding documents. Ms. Balinas gave emphasis on the following:</p> <ul style="list-style-type: none"> ✓ <u>PURPOSE:</u> <p>Ms. Balinas emphasized that any discussion/agreement during the pre-bid conference shall not modify the terms in the Bidding Documents, unless in writing and issued through a Supplemental Bid Bulletin.</p> <ul style="list-style-type: none"> ✓ <u>BIDDER’S ELIGIBILITY (Legal, Financial and Technical):</u> <ul style="list-style-type: none"> a. Class “A” Eligibility Documents <ul style="list-style-type: none"> • A valid PhilGEPS Certificate of Registration (Platinum Membership) shall be submitted including the updated list of eligibility documents as stated in Annex "A". She emphasized that if the eligibility requirements stated in Annex "A" are not updated, the bidder shall submit together with the Certificate, the certified true copies of the updated eligibility documents. • Statement of Single Largest Completed Contract similar to the Contract to be bid shall refer to any single contract relevant to Supply, Delivery and Installation of Modular Partitions and Mobile Pedestal. <p>Ms. Balinas reminded to use the form indicated as Annex E in the Bidding Documents.</p> <ul style="list-style-type: none"> • For the Statement of All On-Going and Awarded but not yet Started Contracts, Ms. Balinas said that the bidders shall use the form attached as Annex E-1 in the Bidding Documents. • Computation of NFCC

NFCC= [(Current Asset-Current Liabilities) x 15] – [Value of all outstanding contracts]

Ms. Balinas said that in the computation of NFCC, the Current Assets and Current Liabilities shall be based on the latest Audited Financial Statements submitted by the bidder. While the value of all the outstanding contracts shall be based on the total amount indicated in the Statement of On-going Contracts Awarded but not yet started contracts (Annex E-1). She stressed that any understatement/undisclosed contracts will have impact during the post qualification and would be grounds for disqualification.

In case the bidder does not want to submit an NFCC, they have the option to submit a Committed Line of Credit from a universal or commercial bank at least equal to 10% of the Approved Budget for the Contract (ABC) to be bid.

- Joint Venture Agreement (Class “B” of the Eligibility Documents) – If applicable, the bidder should refer to Annex G of the Bidding Documents for the sample format of the JVA.

b. Technical Documents

- Forms of the Bid Security are the following:
 - The amount of not less than 2% of the ABC, Php 82,936.26 if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or Irrevocable Letter of Credit
 - The amount of not less than 5% of the ABC, Php 207,340.65 if bid security is in Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission
 - The bid security in the form of cashier’s/manager’s check shall be payable to TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY.
 - Bid Securing Declaration following the format under Section VIII attached as Annex I of the Bidding Documents.

Ms. Balinas reminded that pursuant to Amended Rule II, Section 12 (a) of 2004 Rules of Notarial Practice, the identification of an authorized representative shall present only his/her valid identification document issued by the official agency such as but not limited to passport, driver’s license,

PRC ID, GSIS or SSS ID, etc. She emphasized that use of Cedula is not acceptable.

✓ **DOCUMENTS REQUIRED DURING THE BID OPENING:**

- a. First envelope shall contain the following:
 - Authority of Signatory or Secretary Certificate;
 - PhilGEPS Certificate of Registration;
 - Statement of Single Largest Completed Contract (SLCC);
 - Statement of all on-going including awarded but not yet started contracts;
 - NFCC or Committed Line of Credit (CLC);
 - Joint Venture Agreement (JVA), if applicable;
 - Bid Security;
 - Statement of Compliance with the Delivery Schedule (Section VI);
 - Statement of Compliance with the Technical Specifications (Section VII); and
 - Omnibus Sworn Statement.
- b. Second envelope shall contain the Financial Component (Annex “A” of the bidding documents). She reminded the prospective bidder to provide a price schedule.

Ms. Balinas said that the bidders shall submit one (1) original and three (3) copies of the said requirements.

✓ **DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED BIDDER FOR POST QUALIFICATION PURPOSES:**

- a. Proof of completion of the single largest contract as identified in the Statement of Single Largest Completed Contract, which shall include a copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.
- b. Latest Annual Income Tax Return, BIR Form 1701 or 1702 as filed through electronic filing and payment system (eFPS)
- d. Either of the following: Value Added Tax Returns (Forms 2550M and 2550Q) covering the previous six months OR Percentage Tax Returns (Form 2551M) covering the previous six (6) months as filed through eFPS.
- e. The updated Eligibility Documents under Annex “A” of the PhilGEPS Certificate of Registration (Platinum Membership).

✓ **DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED RESPONSIVE BIDDER UPON RECEIPT OF THE NOTICE OF AWARD:**

- a. Joint Venture Agreement (if applicable)

	<ul style="list-style-type: none"> b. Performance Security c. Signed Contract/Purchase Order <p>Ms. Balinas reminded also the prospective bidders of the common reasons for disqualifications observed during bid opening, during submissions of additional documents by the LCB and during the post-qualification process.</p> <p>Likewise, she reminded of the following schedules:</p> <ul style="list-style-type: none"> a. October 3, 2020 - Last day of Submission of Written Clarification b. October 6, 2020 - Last day of Issuance of Supplemental Bid Bulletin c. October 13, 2020; 1:00 PM - Deadline for Submission and Opening of Bids <p>She gave the following contact details of the BAC Secretariat if ever prospective bidders have questions:</p> <ul style="list-style-type: none"> - email address: bacsecretariat@tesda.gov.ph - Telephone Number: (02) 8893-8296
<p>d. Presentation of the Schedule of Requirements and the Technical Specifications</p>	<p>Ms. Balinas presented the key aspects of the items described in Section VI - Schedule of Requirements particularly the project delivery period which is sixty (60) calendar days upon receipt of Notice to Proceed of the winning bidder.</p> <p>Presented next was Section VII-Technical Specifications. Moreover, the bidders were reminded to indicate in the statement of compliance, either “Comply” or “Not Comply” against the individual parameters of each line item specifications, supported by evidence as applicable.</p> <p>She reminded the prospective bidders to ensure both Section VI and Section VII be signed by the authorized representatives.</p>
<p>e. Submission of Request for Clarification</p>	<p>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 ten (10) calendar days before Bid Opening.</p> <p>Ms. Balinas reported that based on the calendar at hand, the Bid Opening for this particular procurement is scheduled for 13 October 2020 at 1:00 pm. This means that the deadline for any written request for clarification would be on 3 October 2020.</p>

f. Question and Answer	Dir. Bungallon opened the table for the bidders' questions and clarifications.		
	Prospective Bidder	Issues and Concerns	BAC Response
	Progress Home and Office Furnishing	On the total layout of the area for designs of any kind.	Dir. Bungallon acknowledged here that the actual layout of the furnishings was not provided. In this respect, he clarified that the design is being finalized and noted it will be clarified accordingly. Meantime, he assured that it does not affect the procurement since the considerations are more on compliance to the quantity, the technical specifications and design. Furthermore, he said the interested bidders can coordinate with the Secretariat to visit the area.
		Clarification on the dimension of the Table 1.5m in the Technical Specifications but 1.40m in the drawing. As well as the table top measured for 60m, if it does include already the partition?	Dir. Bungallon clarified the 1.5m is the external width and the internal width for 1.4m which refers to the table. Hence, the 0.1 divided in to two is 2 x 2 inches or .05 x .05. Nonetheless, he assured the prospective bidder that this will be clarified.
		On the cost of the Bidding Documents.	Ms. Balinas, the BAC Secretariat clarified there's no available facilities for the Online purchase of the Bidding. The bidder can personally come to TESDA
	Albert Commercial	Queried on how to Purchase Bidding Documents online.	Procurement Division Office. She told with reference to the Invitation to Bid that a complete set of

			Bidding Documents can be acquired by interested bidders until 13 October 2020 for a non-refundable fee of Five Thousand Pesos (₱5,000.00).
	Asahi Design Centre	<p>Asked if it was intended not to have the rails way at the bottom of the partition.</p> <p>He expressed that <i>rails way</i> is normally provided in the standard office partition.</p> <p>But the drawing provides and shows the full fabric with the outlet at the top of the table.</p>	<p>Ms. Bulqis Banto replied they have to discuss it first and will get back to clarify the matter.</p> <p>The BAC noted and shall issue a supplemental bid bulletin to clarify the matter.</p>
		<p>Queried as well as to which will prevail between the Technical Specs and the Drawing since he noticed the color of the Fabric Partition as specified in the Technical specifications is Gray but appeared to be <i>two-tone</i> (Blue and Gray) in the Drawing/image.</p>	
		<p>Asked to clarify the required panaflex if fixed. Because as indicated in the Technical Specification is 4mm thick Panaflex (clear) Partition while in the 3Drawing is Clear Glass Partition.</p>	<p>Dir. Bungallon noted the concern on the designs whether it is Panaflex or clear glass partition as well as to the dimensions for review to reflect consistency of the design/drawing with its technical specification</p>
		<p>Queried as regards to the estimated 50mm thick partition, if it will not create conflict in the area to possibly have 6cm increase based on the minimum 5cm.</p>	<p>Dir. Bungallon considered the concern.</p>

	Lee Designs	Queried on the Thickness of Partition. They asked to request if possible, to have at least 5cm, for the 4mm thick Clear Glass Partition indicated in the Drawing to accommodate wire management requirement such as the electrical wire, telephone wire.	Dir. Bungallon described that the required 4mm thickness refers to the Panaflex only.
		The prospective bidder noted as clarified by the BAC that the 4mm thickness refers to the Panaflex only. Moreover, noted the absence of the specification for the whole partition. She asked if the 5cm thickness they proposed for the whole partition is acceptable.	Dir. Bungallon and Mr. Christian Apulog noted the query on the gross thickness of the partition. Likewise, with the proposed 5cm that shall be included in the supplemental bid bulletin to clarify the matter.
	CUBIX	Queried as regards to the required Formica Laminate Finish if possible, to have other brand of HPL (High Pressure Laminate)	The BAC noted the design concerns and requested the TWG to clarify. Ms. Banto replied they have to discuss it first and will get back to clarify the matter.
	CUBIX	Queried on the required 56.5cm depth of Mobile Pedestal if possible, to consider it based on the standard dimension which is 56cm.	Dir. Bungallon noted this will be discussed and might give tolerance on this matter.
<p>The authorized representatives of the prospective bidders were informed as regards to the BAC response that a supplemental bid bulletin shall be issued if necessary.</p> <p>As discussed, the BAC, upon careful consideration of the clarifications/issues raised during this conference, shall issue a supplemental bid bulletin.</p> <p>Dir. Bungallon announced that the bidder can still submit a written clarification to the Secretariat for more concerns they may have other</p>			

	than the queries raised this Pre-bid Conference after the meeting, until 3 October 2020.
Issuance of Bid Bulletin	Ms. Balinas reported that the issuance of bid bulletins, if any, should be at least seven (7) calendar days before Bid Opening which will fall on 6 October 2020.
Deadlines	Ms. Balinas announced that the deadline on the submission of bid is on October 13, 2020 at 1:00 pm. Bid Opening will be on the same date at 1:15 pm at AS Conference Room, 2 nd Floor, TESDA Administration Building, Taguig City. Due to community quarantine measures, only one (1) representative is allowed to attend personally in the bid opening.

ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 2:46 p.m.

Prepared by:


ROSA M. PONCE
Minutes Officer

Reviewed by:


ARCADIA CRESELDA P. BALINAS
BAC Secretariat

Approved by:


DIR. DAVID BUNGALLON
BAC Vice Chairperson