

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

**PRE-BID CONFERENCE  
FOR THE PROCUREMENT OF STARTER TOOLKITS FOR THE IMPLEMENTATION  
OF FY 2020 SPECIAL TRAINING FOR EMPLOYMENT PROGRAM (STEP)**

27 October 2020, Tuesday, 9:00 a.m.  
Video Conferencing via Zoom Application

**Present:**

***Bids and Awards Committee:***

DDG Lina C. Sarmiento	Chairperson (ODDG for TESDO)
Dir. David B. Bungallon	Vice-Chairperson (NITESD)
Dir. Ma. Magdalena P. Butad	Member (IAS)
Atty. Marichelle D. De Guzman	Member (ODG-TBS)
Dir. Melanie Grace T. Romero	Provisional Member–End-user (ROMO)
Mr. Rizal S. Bautista	Provisional Member - Technical Expert (RTC-NCR)

***BAC Secretariat:***

Ms. Maria Gracia P. Dela Rama	Head (PD-AS)
Ms. Arcadia Creselda P. Balinas	Member (PD-AS)
Ms. Jela Mae A. Arcano	Member (PD-AS)

***Prospective Bidders:***

Ms. Rosemarie Dela Cruz	ACMI Office Systems Philippines, Inc.
Ms. Ann Margaret Ngui	ACMI Office Systems Philippines, Inc.
Ms. Rona Bugausan	Girtek, Inc.
Ms. Janice R. Castillo	Dominion Intertrade Corp.
Ms. Rojean Zamodio	Dominion Intertrade Corp.
Mr. Dante Ganot	Humil International Corporation
Mr. Rhessan Mamorasing	Hytec Power Inc.
Mr. Rheyman Fulgar	Reddot Imaging Philippines Inc.
Ms. Abegail Petargue	Wealthmore Construction and Supply Corporation
Ms. Jerilyn Entera	Wealthmore Construction and Supply Corporation
Ms. Elah B. Martinez	Welcome Export Inc.
Ms. Belinda I. Narnola	Welcome Export Inc.

***Others:***

Ms. Cylie G. Litao	SMD-ROMO
Mr. Wilson S. Dela Rama	SMD-ROMO
Ms. Rosa M. Ponce	Minutes Officer (PD-AS)
Ms. Melisande C. Centeno	Administrative Officer (PD-AS)
Mr. Vince Lorenz B. Cuya	Administrative Assistant (PD-AS)

**Absent:**

***BAC Secretariat:***

Atty. Jan Michael P. Jaro	Member (ODG)
Mr. Alric G. Subido	Member (GSD-AS)
Mr. Joseph Allen L. Simon	Member (PD-AS)

## MINUTES OF THE MEETING

### A. CALL TO ORDER

There being a quorum with all members of the BAC in attendance, the meeting was called to order by DDG Lina Sarmiento, the BAC Chairperson, at 9:19 am.

The Chair greeted everyone including the authorized representatives of the eight (8) prospective bidders for this Pre-bid Conference for the Procurement of Starter Toolkits for the implementation of FY 2020 Special Training for Employment Program (STEP) of the three (3) sectors namely: **(1) Garments and Textiles Sector; (2) Metals and Engineering Sector; and (3) Processed Food and Beverage Sector.**

Ms. Arcadia Creselda Balinas, BAC Secretariat Member, informed the members of the BAC that there were eight (8) potential bidders, namely: (1) ACMI Office Systems Philippines, Inc.; (2) Dominion Intertrade Corp.; (3) Wealthmore Construction and Supply Corporation; (4) Welcome Export Inc.; (5) Humil International Corporation; (6) Hytec Power Inc.; (7) Reddot Imaging Philippines Inc.; and (8) Girlteki, Inc. who signified their intention to participate in this pre-bid activity.

The authorized representatives of the prospective bidders were given a Zoom meeting ID and password upon validating their proof of identity. Upon entry to the meeting room, the BAC Chair requested to state their names and the company they represent.

The BAC Chairperson welcomed all the potential Bidders and requested the Secretariat to proceed with the presentation.

### B. DISCUSSION

ISSUES/ CONCERNS	PRESENTATION/DISCUSSION/ AGREEMENTS
<b>a. Letter to Observers</b>	<p>Ms. Balinas showed proof that invitation letters were emailed and duly received by the following Observers on October 21, 2020</p> <ol style="list-style-type: none"><li>1. Transparency and Accountability Network</li><li>2. Real Life Foundation Inc.</li><li>3. Commission Audit</li><li>4. Philippine Institute for Supply Management</li><li>5. Philippine Jesuit Prison Service</li><li>6. Philippine Chamber of Commerce and Industry</li></ol> <p>However, the Secretariat said that none from the abovementioned observers have responded.</p> <p>The Chair noted the absence of the Observers in the Pre-bid Conference.</p>
<b>b. Publication of the Invitation to Bid</b>	<p>Ms. Balinas informed the Committee that posting of the Invitation to Bid (ITB) at the PhilGEPS website and TESDA official website was on October 19, 2020.</p> <p>Likewise, the BAC Secretariat posted the ITB on the bulletin board near the TESDA Gate 1, the place reserved for the posting of notices and information on procurement activities.</p>

	<p>Furthermore, in line with the precautionary health measures adopted by the agency, potential bidders were being informed that this Pre-bid Conference will be held through video-conferencing using the Zoom application.</p>
<p><b>c. Presentation of Requirements of the Bidding Documents</b></p>	<p>DDG Sarmiento called the BAC Secretariat for the presentation of the General Requirements for Government Procurement.</p> <p>Ms. Balinas proceeded with the presentation of the General Requirements for Government Procurement.</p> <p>She explained that the purpose of the meeting was to allow the prospective bidders to seek clarifications should they have concerns regarding the whole bidding process, including the bidding documents then, highlighted the following:</p> <p>✓ <b>PURPOSE:</b></p> <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> <p>✓ <b>BIDDER'S ELIGIBILITY (Legal, Financial and Technical):</b></p> <p><b>a. Legal Documents</b></p> <ul style="list-style-type: none"> <li>➤ Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or</li> <li>➤ Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and</li> <li>➤ Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and</li> <li>➤ Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</li> </ul> <p><b>b. Technical Documents</b></p> <ul style="list-style-type: none"> <li>➤ Statement of all on-going government and private contracts, including contracts, awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and</li> <li>➤ Statement of Single Largest Completed Contracts (SLCC) similar to the contract to be bid except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;</li> </ul>

*Bid Data Sheet Section 5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's Consumer Price Index (CPI), must be at least equivalent to fifty percent (50%) of the ABC.*

*For this purpose, contracts similar to the Project shall be:*

- a. *any contract on supply and delivery of basic tools/training tools, and must be at least equivalent to fifty percent (50%) of the ABC of the bid lot/s; and*
- b. *completed within five (5) years prior to the deadline for the submission and receipt of bids.*

- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;

*Bid Data Sheet Section 14.1 The bid security shall be in the form of a Bid Securing Declaration (Please see Section VIII of the Bid Documents), or any of the following forms and amounts:*

1. *The amount of not less than **2% of ABC** (please refer to bid documents), if bid security is in **cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit**; or*
2. *The amount of not less than **5% of ABC** (please refer to bid documents), 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.*

- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; (Section VI and Section VII of the Bid Documents);
- Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Ms. Balinas advised the bidders to use the respective prescribed forms attached in the Bid Document and ensure to fill-out and sign the forms by the authorized bidder's representative.

### **c. Financial Documents**

- The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which

should not be earlier than two (2) years from the date of bid submission; and

- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or

*Computation of NFCC:*

*NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid*

*The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.*

*Net Financial Contracting Capacity (NFCC), calculated as follows:  
[(Current Assets–Current Liabilities) x 15] – [Value of all outstanding contracts]*

- A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

*If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.*

- “CLASS B” DOCUMENT - **Joint Venture Agreement** if applicable

✓ **Amended RULE II, SECTION 12(a) of 2004 Rules of Notarial Practice:**

*“Competent Evidence of Identity – The phrase “competent evidence of identity” refers to the identification of an individual based on:*

*“(a) At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance... and all other IDs issued by the Government agencies*

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

a. First envelope shall contain the following:

1. Authority of Signatory
2. Valid PhilGEPS Registration Certificate or SEC/DTI/CDA Registration Certificate, Mayor's or Business Permit and Tax Clearance;
3. Statement of All On-Going contracts including Awarded but not yet Started Contracts;
4. Statement of Single Largest Completed Contracts similar to the contract to be bid;
5. Bid Security;
6. Statement of Compliance with the Delivery Schedule;
7. Statement of Compliance with the Technical Specifications;
8. Bidder's Omnibus Sworn Statement;
9. Audited Financial Statement stamped “received” by the BIR;
10. NFCC or Committed Line of Credit; and
11. JVA if applicable.

b. Second envelope shall contain the Financial Component

1. Original of duly signed and accomplished Financial Bid Form
2. Original of duly signed and accomplished Price Schedule(s).

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

- *Proof of Completion of Single Largest Completed Contract, which shall be a copy of any verifiable document(s) such as but not limited to the following:*
  - *Contract/s or Purchase Order/s;*
  - *corresponding Sales Invoice/s;*
  - *Official Receipt/Cash Receipt/Collection Receipt; and*
  - *Certificate of Satisfactory Completion;*
- *Brochures, if Required;*
- *Samples, if Required;*
- *Other Appropriate Licenses & Permits*
- *Latest Annual Income Tax Returns (BIR Form 1701 or 1702) as filed through the Electronic Filing and Payment System (eFPS)*
- *Either of the following:*
  - *Value Added Tax Returns (Forms 2550M and 2550Q) covering the previous six (6) months as filed thru eFPS; or*
  - *Percentage Tax Returns (Form 2551M) covering the previous six (6) months as filed thru eFPS,*

*Pursuant to BIR Revenue Regulations No. 03-2005 dated 16 February 2005.*

- *Valid and updated PhilGEPS Certificate of Registration (Platinum Membership) including the updated list of eligibility documents as stated in Annex "A" of said Certificate of Registration.*

*Documents submitted during post-qualification as part of post-qualification documents must be certified by the authorized representative to be true copy/ies of the original.*

✓ **SAMPLES TO BE SUBMITTED BY THE LCB FOR POST-QUALIFICATION PURPOSES**

- *To determine the compliance of the items with the requirements of the agency, the actual sample of each item being offered by the bidder together with the Technical Data Sheet will be submitted for purposes of post-qualification. The bidder will have one (1) chance to present such items.*
- *For common items found in different lots, the bidders may present one (1) sample for all the lots. For this purpose, the term "common items" excludes items which have the same description but with different technical specification.*
- *Products covered by BPS Mandatory Product Certification Schemes, whether locally manufactured or imported or required to bear ICC and PS marks before being distributed in the Philippine market, as applicable*
- *Imported products (for electronic products) should pass international quality control product standards and have international quality control product markings such as CE, ISO, ASTM, ASQC, AFCIQ, ASQ, DGQ, EOQC, IQA, and the like.*

	<p>✓ <b>COMMON REASONS FOR DISQUALIFICATION OBSERVED DURING THE VARIOUS STAGE OF PROCUREMENT PROCESS</b></p> <p>Ms. Balinas reminded the prospective bidder of the common reasons for disqualification such as:</p> <p><b>DURING BID OPENING</b></p> <ul style="list-style-type: none"> <li>• Late Submission;</li> <li>• Incomplete Submission;</li> <li>• Non-compliance with Notarial Rules (use of Cedula is not allowed); and</li> <li>• Failure to sign relevant documents.</li> </ul> <p><b>DURING SUBMISSION OF ADDITIONAL REQUIREMENTS BY THE LCB</b></p> <ul style="list-style-type: none"> <li>• Failure to submit the required additional documents;</li> <li>• Late submission of additional documents;</li> <li>• Failure to present the required sample during the scheduled date of presentation;</li> <li>• Different samples are presented for the same item;</li> </ul> <p><b>DURING POST-QUALIFICATION</b></p> <ul style="list-style-type: none"> <li>• Failure to pass sample testing criteria;</li> <li>• Expired license/permits; and</li> <li>• False information.</li> </ul> <p>At the end of the presentation, the following contact details of the BAC Secretariat were provided if ever prospective bidders have questions:</p> <ul style="list-style-type: none"> <li>- email address: <a href="mailto:bacsecretariat@tesda.gov.ph">bacsecretariat@tesda.gov.ph</a></li> <li>- Telephone Number: (02) 8893-8296</li> </ul>																
<p><b>d. Submission of Request for Clarification</b></p> <p><b>e. Issuance of Bid Bulletin</b></p> <p><b>f. Submission of Bids and Bid Opening</b></p>	<p>Likewise, reminded prospective bidders on important dates to remember:</p> <table border="1" data-bbox="512 1211 1485 1503"> <thead> <tr> <th>Sectors</th> <th>Last Day of Submission of Written Clarification</th> <th>Last Day of Issuance of Supplemental Bid Bulletin</th> <th>Deadline for Submission and Opening of Bids</th> </tr> </thead> <tbody> <tr> <td>Garments and Textiles Sector</td> <td>October 30, 2020</td> <td>November 2, 2020</td> <td>November 9, 2020; 3:00 p.m.</td> </tr> <tr> <td>Metals and Engineering Sector</td> <td>October 31, 2020</td> <td>November 3, 2020</td> <td>November 10, 2020; 2:30 p.m.</td> </tr> <tr> <td>Processed Food and Beverages Sector</td> <td>October 31, 2020</td> <td>November 3, 2020</td> <td>November 10, 2020; 4:00 p.m.</td> </tr> </tbody> </table> <p>Bid Opening will be held 15 minutes after the abovementioned schedule of bid submission.</p>	Sectors	Last Day of Submission of Written Clarification	Last Day of Issuance of Supplemental Bid Bulletin	Deadline for Submission and Opening of Bids	Garments and Textiles Sector	October 30, 2020	November 2, 2020	November 9, 2020; 3:00 p.m.	Metals and Engineering Sector	October 31, 2020	November 3, 2020	November 10, 2020; 2:30 p.m.	Processed Food and Beverages Sector	October 31, 2020	November 3, 2020	November 10, 2020; 4:00 p.m.
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<p><b>g. Venue of the Submission and Opening of Bids</b></p>	<p>The venue of the submission and opening of bids will be at the Tandang Sora Hall, TESDA Women's Center, Gate 1, TESDA Complex, Building 2, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City.</p> <p>Due to community quarantine measures, only one (1) representative is allowed to attend personally in the bid opening and will be required to follow the TESDA protocol for Visitors specifically on compliance with social distancing, wearing of face masks and face shields, body temperature screening, filling up of self-screening form which must be filled-up prior to the arrival at TESDA.</p>																

<p><b>h. Question and Answer</b></p>	<p>DDG Sarmiento opened the table for the bidders' questions and clarifications.</p> <p>The Authorized Representatives and Prospective Bidders were informed that a Supplemental Bid Bulletin will be issued with regards to the clarifications to be raised by the bidders.</p>		
	<p><b>Prospective Bidder</b></p>	<p><b>Issues and Concerns</b></p>	<p><b>BAC Response</b></p>
	<p>Dominion Intertrade Corp.</p>	<p>On the submission of SLCC for Garments and Textiles Sector, can it be used to other sectors they would like to participate in, for example, in Processed Food and Beverages Sector.</p>	<p>Ms. Balinas replied yes. The submitted SLCC can be used to other Sectors the bidder may be interested to participate in.</p>
		<p>On the forms to be used for Section VII - Technical Specifications and Section VI - Schedule of Requirements provided in the Bid Documents in PDF file, can it just be edited to indicate their statement of compliance in pdf file itself than re-typing the form.</p>	<p>Ms. Balinas replied yes, for purposes of filling out the necessary and required information. However, the items and technical specifications provided should not be retyped. Likewise, she reminded the bidders to ensure the contents are accordingly and appropriately supplied and duly signed by the Authorized Bidder's Representative.</p>
	<p>Humil International Corporation</p>	<p>On the submission of documents to support the On-going Contracts such as Purchase Orders or Contracts and Notice of Award.</p>	<p>Ms. Balinas said that for the Statement of all on-going government and private contracts, including contracts awarded but not yet started, the only requirement is the submission of the duly signed statement as stated in the Bid Document.</p>
	<p>Hytec Power Inc.</p>	<p>On the required information to be provided in the Reference Column of Section VII-Technical Specification Forms. He asked if it refers to the catalogue attached to the Bid Documents or reference like flyers.</p>	<p>The BAC clarified that as to the References column in Section VII-Technical Specification, the bidders may indicate the Technical Data Sheets, Manuals and the like for TWG verification.</p>



	DDG Sarmiento upon hearing no more questions, thanked all the prospective bidders for participating this pre-bid conference and declared them excused to leave the meeting.
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**ADJOURNMENT**

There being no other matters to be discussed, the meeting adjourned at 9:59 a.m.

**Prepared by:**

  
**ROSA M. PONCE**  
Minutes Officer

**Reviewed by:**

  
**MARIA GRACIA P. DELA RAMA**  
Head, BAC Secretariat

**Approved by:**

  
**DDG LINA C. SARMIENTO**  
BAC Chairperson †