Philippine Ports Authority

PORT MANAGEMENT OFFICE-BOHOL

BIDS AND AWARDS COMMITTEE

EXCERPTS OF THE MINUTES OF THE BAC PREBIDDING CONFERENCE FOR THE FOLLOWING PROJECTS:

1. **Supply and Delivery of 4-Seater Gang Chairs;**
2. **Small Value Procurement on the Provision of Safety/Security Signages at Port of Tagbilaran and Terminal Ports; and**
3. **Small Value Procurement of the service for the Repair of Tarpaulin Tents for Passenger Areas at PTB and TMOs.**

27 October 2020

Multi-Purpose Hall, PMO-Bohol Administration Building, Port Area, Tagbilaran City

ATTENDANCE:

Bids and Awards Committee

ELEAZER U. PIEL	-	Chairperson
PEARLIE ANN P. SENO *(via ZOOM)*	-	Vice Chairperson
RICHARD S. ELOPRE	-	Regular Member
HORMER R. DATANAGAN *(via ZOOM)*	-	Provisional Member
EPELITO S. ARAO-ARAO II	-	End-User, Admin. Division

Technical Working Group

ROMEO G. CABADING II	-	Head, TWG
VENUS MARICHELLE A. TOROY	-	Member, TWG
KATRINA A. BAUTISTA	-	Member, TWG

Secretariat

IRENE S. CLOMA	-	Head, Secretariat
NAOME A. AMPLAYO	-	Member, Secretariat
MADELYN G. MANINANTAN	-	Member, Secretariat

Observers

ROLLY NIEVERA *(via ZOOM)*	-	Commission on Audit

Bidders *(via ZOOM)*

HARLE M. POLIGRATES	-	Ace Medical Solution Inc.
MA. LUISA ANGELES *(via ZOOM)*	-	Asahi Design Centre Inc.
ANITA M. SORIANO *(via ZOOM)*	-	Aljon International Corp.
ANALOR B. CUTILLAR *(via ZOOM)*	-	Progress Home & Office Furnishings
ROSEMARIE DELA CRUZ *(via ZOOM)*	-	ACMI Phils.

PRELIMINARIES:

The pre-bidding conference started with a prayer by Ms. Naome A. Amplayo, Member-Secretariat, followed by the acknowledgment of the committee members and representatives from prospective bidders by the Head- Secretariat, Ms. Irene S. Cloma, in which all BAC members were present and thereby constituted a quorum as declared by the BAC Chairperson, Engr. Eleazer U. Piel. The pre-bidding conference was called to order at 2:15 P.M.

DELIBERATION

The reading of the Invitation to Bid was done by Ms. Irene S. Cloma and followed by the discussion of the following contents of the bidding documents by the Head TWG, Engr. Romeo G. Cabading II:

Material Specifications

Ergonomic Metal Gang Chair 4-seater with Blue Pads

Dimensions: 235cm x 68cm x 80cm

Base Type: Aluminum Alloy

Base Capacity: 400 kgs.

Mechanism: Thickness 3mm

Required Seats: 20 sets with print: COURTESY SEATING
Please offer this seat if someone is in need

80 sets without print

First Envelope- Technical Component

- Department of Trade and Industry (DTI) business name registration / SEC Registration Certificate or CDA Registration, whichever may be appropriate under existing laws of the Philippines, supported with necessary information;
- Valid and Current Mayor's Permit issued by the City where the principal place of business of the bidder is located;
- Tax Clearance;
- Statement of the prospective bidder of all its on-going government and private contracts including contracts awarded but not yet started;
- Statement of the prospective bidder of all its completed government and private contracts within the five (5) years which are similar in nature to the contract to be bid;
- Audited financial statements showing among others the prospective 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. Income tax return should be filed electronically using EFPS, pursuant to EO 398 and RR 3-2005 (gppb circular no. 02-2005). Non-compliance with EO 398 will be marked "failed";

- The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid (CLC);
- Bid Security in the prescribed form, amount and validity period or Notarized Bid-Securing Declaration; and
- Omnibus Sworn Statement Form

Second Envelope- Financial Component

- Bid Form Duly Signed;
- Delivery Schedule Duly Signed and
- For Goods Offered from Within the Philippines Duly Signed

Format, Signing and Sealing, Marking of Bids

- Bidders or their duly authorized representative/s shall submit their bid documents (**Technical Component** and **Financial Component)** on or before the specified deadline in two (2) separate sealed bid envelopes and these shall be submitted simultaneously. Each component must be prepared and submitted in three (3) copies; one (1) original and two (2) other copies and must be marked as "ORIGINAL" for the original copies and "COPY NO. ____" for the other copies.
- Original Documents must be enclosed and sealed in an envelope marked ORIGINAL-TECHNICAL COMPONENT and another envelope for ORIGINAL-FINANCIAL COMPONENT and these two envelopes must be enclosed and sealed in an outer envelope marked "ORIGINAL BID". Each copy of the first and second envelopes shall be similarly sealed and the inner envelopes must be marked as "COPY NO. ____ - TECHNICAL COMPONENT" and "COPY NO. ____ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____", respectively. These envelopes containing both the original and the copies shall then be enclosed in one single envelope or package.

The following clarifications was raised by the representatives of the prospective bidders:

Ms. Anita M. Soriano of Aljon International Corp. asked on the procedure of submission of the bid documents considering that there are still travel limitations due to the pandemic. According to the Engr. Piel, at this time there is no facility for the online submission of bid documents, therefore hard copies must be sent through couriers.

Ms. Rosemarie Dela Cruz of ACMI Phils. asked whether the bid documents can be downloaded online, Engr. Piel responded that once the bidder already paid the fee, a complete set of the bidding documents will be emailed to the bidder. Ms. Dela Cruz also asked if there can be minimal adjustments in the dimensions of the given specifications. Engr. Piel rejoined that the committee will issue tolerance as to the acceptable variance on the measurements considering that there are differences in the standard dimensions of furniture of different suppliers.

Ms. Ma. Luisa Angeles of Asahi Design Centre Inc. queried on the single largest contract completed similar to the project if it is exclusively on projects pertaining to delivery of gang chairs. Engr. Piel clarified that as long as the bidder had an experience in supplying any furnitures/fixtures it is acceptable.

Engr. Piel further explained the following:

- The payment of the bidding documents must be done online on the account given in the chat box;
- Authorized signatories must be accompanied by a Secretary Certificate; and
- Brochure of the specifications of the furniture must be included in the Second (2n) Envelope- Financial Component.

Deadline of the submission of the Bid Proposals for the project, **Supply and Delivery of 4-Seater Gang Chairs** is on November 13, 2020, at exactly 2:00 P.M.

SMALL VALUE PROCUREMENT:

1. Procurement of Various Safety/Security Signages at the Port of Tagbilaran and Terminal Ports
2. Procurement of the Service for the Repair of Tarpaulin Tents for Passenger Areas at PTB and TMOs

No letter of intent was received yet for the two (2) Small Value Procurement projects.

ADJOURNMENT

There being no other matters discussed, the meeting was adjourned at 3:39 P.M.

Prepared by:

NAOME A. AMPLAYO
Member, Secretariat

Reviewed by:

IRENE S. CLOMA
Head, Secretariat

Approved by:

ELEAZER U. PIEL
BAC Chairperson